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STATUTORY DUTIES OF
THE MUNICIPAL CLERK

An Index

Municipal Administration Branch
Local Government Division

Ministry of Treasury,
Economics and
Intergovernmental Affairs

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INTRODUCTION

Municipal clerks in Ontario carry out the many and varied duties assigned to them by their respective councils. They also respond to a steady stream of requests for information or action from Provincial ministries and agencies. In addition to all of this, they must discharge a wide range of responsibilities prescribed by statute.

There are about 700 separate references to the municipal clerk in the latest Revised Statutes of Ontario. These references are not all readily found in existing indexes. Consequently, it is not easy for a newly appointed clerk to discover what all of his statutory responsibilities are nor even for an experienced clerk to be confident that he has covered all of the statutory bases when an unfamiliar situation arises in his municipality. A number of clerks have expressed the need for a consolidated index, hence this publication.

This index has been compiled directly from the Revised Statutes of Ontario, 1970, as amended to 30 April 1977. It does not include references to:

- (a) those statutes that are still in force but not included in the Revised Statutes, on the assumption that few, if any, of this small number of acts will have any direct effect on the functions of municipal clerks.
- (b) private acts, such as those enacted by the Legislature each year to meet the particular needs of individual municipalities, on the premise that the staffs of the municipalities concerned will be fully familiar with their implications.

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- (c) certain public acts, such as The Municipality of Metropolitan Toronto Act, whose provisions are confined to a single municipality or a group of neighbouring municipalities, on the same premise as (b).

Since this index is meant for convenient reference only, it does not list the duties and responsibilities that follow by implication from the statutory references. For example, where a statute provides for the appointment of a municipal clerk as the issuer of marriage licenses, the index will list the statutory authority for the appointment but not the statutory references to the duties of an issuer of marriage licenses.


Similarly, the index does not include actions implied by such events as sending or receiving notices. The mere receipt of a notice may not appear to be significant but it usually requires some action by the clerk not specifically prescribed by the statute. For instance, it is up to the clerk to inform his council of the receipt of such notices of decisions of Provincial agencies that provide for an appeal or objection to be lodged within a specified time.

The index is divided into two parts. In the first, the statutes are arranged alphabetically with the references to clerks being set out by subject, also arranged alphabetically, under each statute. The second part is a consolidated subject index covering all of the acts included in the index. A single statutory reference may appear under more than one subject heading in this second part.

This index is intended only as a reference tool to supplement the statutes; it is not intended as a substitute for direct reference to the statutes. The statutes

themselves should be examined to establish whether there are qualifying provisions in other sections. It is essential to study the statutory provisions carefully to ensure a full understanding of their implications for the responsibilities or authority of municipal clerks.

While every reasonable effort has been made to make this index complete and accurate, it is possible that errors or omissions have crept in. If any of these come to light, the Municipal Administration Branch would appreciate being informed of them so that they can be eliminated from any future editions. The Branch would also welcome any suggestions for improving the context and format of the index.



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ANIMAL	
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distrained, notice re	10(3), 21
impounded, notice of description by poundkeeper	7

STATUTORY DUTIES OF THE MUNICIPAL CLERK



POUNDS ACT (CONT'D)	Section
<p>DISTRAINED ANIMAL</p> <p>description recorded 10(4)</p> <p>notice re 10(3), 21</p> <p>NOTICE</p> <p>by poundkeeper, re description of impounded animal 7</p> <p>distrained animal 10(3), 21</p> <p>POUNDKEEPER</p> <p>notice, re description of impounded animal 7</p> <p>notice, re distrained animal 21</p>	
POWER CORPORATION ACT	
<p>COLLECTOR'S ROLL</p> <p>add unpaid amount upon notice 74(1)</p> <p>CONTRACTS</p> <p>for supply of power, signing of 84(4)</p> <p>LAND</p> <p>and buildings of Corporation, receipt of valuation from Ministry of Revenue 47(14)</p> <p>MINISTRY</p> <p>of Revenue, receipt of valuation of land and buildings of Corporation 47(14)</p> <p>NOTICE</p> <p>unpaid amount, added to collector's roll 74(1)</p> <p>POWER</p> <p>signing of contracts, re supply of 84(4)</p> <p>VALUATION</p> <p>of land and buildings of Corporation, receipt of notice from Ministry of Revenue 47(14)</p>	
PRIVATE HOSPITALS ACT	
<p>INDIGENT</p> <p>patient in private hospital, notice re costs 27(1)</p>	

STATUTORY DUTIES OF THE MUNICIPAL CLERK



PUBLIC HOSPITALS ACT	Section
CERTIFICATE	
registration, cost of municipal works	25(4)
CHARGES	
for municipal works added to collector's roll	25(3)
for municipal works registered against lands by certificate	25(4)
for provincial works added to collector's roll	34(3)
COLLECTOR'S ROLL	
add unpaid expenses upon notification by local board of health	25(1)
charges for municipal works added	25(3)
charges for provincial works added	34(3)
unpaid costs added, re elimination of nuisance	95(3)
DISEASE	
outbreak of, local board occupies land or vacant building	54(2)
LOCAL BOARD OF HEALTH	
names of members reported to Ministry	17
receipt of notice where land or vacant buildings occupied by	54(2)
unpaid expense added to collector's roll	25(1)
MEDICAL OFFICER OF HEALTH	
claim, salary unfair	57(1)
MEMBER	
local board of health, names reported to Ministry	17
MUNICIPAL WORKS	
charges added to collector's roll	25(3)
NUISANCE	
unpaid costs, re elimination of nuisance, added to collector's roll	95(3)
OCCUPY LAND OR VACANT BUILDINGS	
receipt of notice, re local board of health	54(2)
PROVINCIAL WORKS	
charges for, added to collector's roll	34(3)
SALARY	
claimed unfair by Medical Officer of Health	57(1)
SEPARATED LOCAL BOARD OF HEALTH	
receipt of by-law passed by	37(7)
UNPAID	
costs, elimination of nuisance, added to collector's roll	95(3)
expenses, added to collector's roll when notified by local board of health	25(1)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



PUBLIC LIBRARIES ACT		Section
COUNTY		
library board, first meeting called by county clerk		47(6)
PUBLIC TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT		
BOUNDARY ROADS		
Ontario Municipal Board hearing, re maintenance costs		58(3)
COSTS		
Ontario Municipal Board hearing, boundary roads and bridges		58(3)
COUNTY		
appropriation for suburban roads, notice to cities or separated towns .		67
clerk, notify city or separated town, re suburban roads appropriation .		67
DRAINAGE		
highways, notice of application to provide		23(1)
HEARING		
Ontario Municipal Board, boundary roads and bridges		58(3)
HIGHWAY		
notice of application to provide drainage for		23(1)
MAINTENANCE COSTS		
Ontario Municipal Board hearing, boundary roads and bridges		58(3)
NOTICE		
application to provide adequate drainage for highways		23(1)
hearing, Ontario Municipal Board, boundary roads and bridges		58(3)
ONTARIO MUNICIPAL BOARD		
notice of hearing, re maintenance costs of boundary roads and bridges .		58(3)
SUBURBAN ROADS		
notice, re county appropriations, city or separated town		67
PUBLIC UTILITIES ACT		
UNPAID		
amount, for utilities used, added to collector's roll		30(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



RURAL POWER DISTRICT LOANS ACT	Section
LOAN notice of default, amount added to collector's roll	6(2)
SEED POTATOES ACT	
CERTIFICATE copy of by-law to establish seed potato restricted area	3
PETITION to establish seed potato restricted area	2(1)
SHORELINE PROPERTY ASSISTANCE ACT, 1973	
ACTION to quash, and certified copy of by-law sent to Treasurer of Ontario . .	2(4)
AFFIDAVIT action to quash and certified copy of by-law sent to Treasurer of Ontario	2(4)
APPLICATION loan, notice of objection from mortgagee	3(5)
APPORTIONMENT division of land, notice of council meeting	10(2)
ASSISTANCE notice of application for, sent to mortgagee	3(4)
BORROWING by-law, re shoreline improvements to be registered	2(1)
BY-LAW borrowing of money for shoreline improvements to be registered	2(1)
CERTIFICATE copy of by-law and affidavit to quash inspection and completion of works filed by inspector	2(4) 4
COMPLETION certificate filed by inspector	4

STATUTORY DUTIES OF THE MUNICIPAL CLERK



SHORELINE PROPERTY ASSISTANCE ACT, 1973 (CONT'D)	Section
DIVISION	
of land, notice of council meeting to consider apportionment	10(2)
INSPECTION	
certificate filed by inspector	4
INSPECTOR	
to file inspection and completion certificate	4
MORTGAGEE	
notice of application for assistance sent to	3(4)
objection to application for assistance	3(5)
NOTICE	
application for assistance, sent to mortgagee	3(4)
council meeting, re apportionment, division of land	10(2)
OBJECTION	
by mortgagee, to application for loan	3(5)
REGISTRATION	
by-law, re borrowing money for improvement to shoreline	2(1)
SHORELINE IMPROVEMENTS	
borrowing by-law to be registered	2(1)
SNOW ROAD AND FENCES ACT	
COLLECTOR'S ROLL	
unsatisfied judgement for cost of fence removal	11(1)
STATUTE LABOUR ACT	
COLLECTOR'S ROLL	
enter commutation for statute labour	9(1) (2)
NOTICE	
to highway overseer, re commutation of statute labour	9(1) (2)
SURVEYS ACT	
APPLICATION	
survey, plans and notes received from Minister	49(3)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



TELEPHONE ACT	Section
BY-LAW	
charging rate sent to residents, re extension of service	81(1)
COMMISSIONER	
clerk disqualified	67(2)
COUNCIL	
controlled system, general meeting called upon requisition of subscribers	76(1)
controlled system, notice of general meeting	75(2)
DISQUALIFICATION	
clerk being commissioner	67(2)
GENERAL MEETING	
to be called upon requisition of subscribers	76(1)
INITIATING MUNICIPALITY	
sending rate by-law to residents, re extension of service	81(1)
NOTICE	
general meeting, where system under control of council	75(2)
RATES	
by-law sent to residents, re extension of service	81(1)
REQUISITION	
of subscribers, meeting to be called	76(1)
SUBSCRIBERS	
requisition for general meeting of council controlled system	76(1)
TILE DRAINAGE ACT, 1973	
APPORTIONMENT	
of costs, notice of council meeting to consider	10(2)
BY-LAW	
providing for borrowing for cost of works to be registered	2(2)
CERTIFICATE	
copy of by-law providing for borrowing for cost of works	2(5)
inspection and completion of works to be filed by inspector	4
sent to Treasurer of Ontario	2(5)
COMPLETION	
of works, certificate to be filed by inspector	4

STATUTORY DUTIES OF THE MUNICIPAL CLERK



TITLE DRAINAGE ACT, 1973 (CONT'D)	Section
COUNCIL	
meeting, notice to owners, re apportionment of costs	10(2)
INSPECTION	
of works, certificate to be filed by inspector	4
INSPECTOR	
to file certificate of inspection and completion of works	4
NOTICE	
to owners, re council meeting to consider apportionment of costs	10(2)
REGISTER	
by-law providing for borrowing for cost of works	2(2)
TREASURER OF ONTARIO	
to receive certified copy of by-law and certificate	2(5)
VITAL STATISTICS ACT	
APPOINTMENT	
Division Registrar	33(1)
BIRTH CERTIFICATE	
not to be issued by Division Registrar	42
CERTIFICATE	
birth, death, marriage, stillbirth not to be issued by Division Registrar	42
CONTRAVENTION OF ACT	
reported to Registrar General	35
DEATH	
certificate not to be issued by Division Registrar	42
DUTIES	
correction of errors in statement of birth, death, stillbirth	30(1) (2)
Division Registrar	34
foundlings	11(2)
registration of deaths	18(2) (3)
registration of stillbirths	14(3) (4)
when husband not father	(5) (6)
where statement of birth received after 30 days	6
	9(1) (2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



VITAL STATISTICS ACT (CONT'D)	Section
ERRORS	
correction of, in statement of birth, death, stillbirth	30 (1) (2)
FATHER	
of child, when not husband	6
or mother to file statement of particulars within 30 days of birth . .	6 (1)
FOUNDLINGS	
duties re	11 (2)
HUSBAND	
procedure when not father	6
INFORMATION	
not to be communicated to unauthorized person	48
MARRIAGE	
certificate not to be issued by Division Registrar	42
MOTHER	
or father to file statement of particulars within 30 days of birth . .	6 (1)
NOTICE	
birth, forwarded to Registrar General	5 (4)
birth, to be received by Division Registrar	5 (3)
OFFENCE	50
REGISTRAR GENERAL	
to receive notice of birth from Division Registrar	5 (4)
REGISTRATION	
deaths, duties re	18 (2) (3)
stillbirths, duties re	14 (3) (4)
	(5) (6)
REMUNERATION	
Division Registrar	36 (1) (2) (3)
SECRECY	
of information, not to communicate to unauthorized person	48
STATEMENT	
birth, duties when received after 30 days	9 (1) (2)
particulars of birth, filing by mother or father	6 (1)
STILLBIRTH	
certificate not to be issued by Division Registrar	42
UNAUTHORIZED PERSON	
information not to be communicated to	48

STATUTORY DUTIES OF THE MUNICIPAL CLERK



WARBLE FLY CONTROL ACT	Section
NOTICE by-law, re treatment of cattle	2(3)
WEED CONTROL ACT	
CHIEF WEED INSPECTOR names of county weed inspectors forwarded to	7(1) (2) (3)
COLLECTOR'S ROLL cost of destroying weeds added to	14
COSTS notice of, re destroying weeds, added to collector's roll	14
COUNTY WEED INSPECTORS names to be sent by county clerk to Chief Weed Inspector	7(1) (2) (3)
DISTRICT WEED INSPECTOR notice to destroy noxious weeds	15(1)
NOTICE cost of destroying weeds, added to collector's roll destruction of noxious weeds names of county weed inspectors sent to Chief Weed Inspector	14 15(1) 7(1) (2) (3)
WELFARE UNITS ACT	
DISESTABLISHMENT OF WELFARE UNIT three months notice to be received	6(1)
WORKMEN'S COMPENSATION ACT	
UNPAID ASSESSMENT certificate of, amount added to collector's roll	113(1)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
ABUTTING MUNICIPALITIES		
notice to, restricted area by-law	Planning	35(16)
ACCLAMATION		
declaration of election	Municipal Elections, 1972	38(1)
withdrawal of nomination	Municipal Elections, 1972	38(2)
ACCOUNT		
engineer's report, re drainage works	Drainage, 1975	72
ACCOUNTS		
of council, retained	Municipal	215(1)(c) (d)
open to inspection	Municipal	216(1)
ACQUISITION OF LAND		
for garbage disposal, notice of hearing	Municipal	354(1)77b
ACTION		
not taken, by council, application to amend restricted area by-law to quash, and certified copy of by-law sent to Treasurer of Ontario	Planning Shoreline Property Assistance, 1973	35(22) 2(4)
ADDING-UP VOTES		
ballots	Municipal Elections, 1972	77(1)
postponement of, due to delay	Municipal Elections, 1972	77(3)
ADDITION OF NAME		
polling list, certificate of authorization	Municipal Elections, 1972	31(1)(4)
polling list, new citizen, certificate of authorization	Municipal Elections, 1972	31(2)(4)
ADDITIONAL		
polling place in polling subdivision	Municipal Elections, 1972	44(5)
ADJOINING MUNICIPALITY		
provisional by-law received from, re drainage works	Drainage, 1975	75
receipt of notice, re drainage works and council meeting	Drainage, 1975	41(1)
ADVANCE POLL		
electors who vote at, amendment to polling list	Municipal Elections, 1972	64(6)(a)
electors who vote, certificate	Municipal Elections, 1972	64(6)(b)
electors who vote, provision of list to candidate	Municipal Elections, 1972	64(5)
holding of	Municipal Elections, 1972	64(1)
list of electors who vote at	Municipal Elections, 1972	64(5)
notice of time of	Municipal Elections, 1972	39(2)
polling place	Municipal Elections, 1972	64(3)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
AFFIDAVIT		
action to quash and certified copy of by-law sent to Treasurer of Ontario taking of, commissioner for	Shoreline Property Assistance, 1973 Commissioners For Taking Affidavits	2 (4) 2 (3)
AGREEMENT		
construction of drainage works instalment payments, apportionment of divisional Board of Education, notice of termination	Drainage, 1975 Education	2 (2) 208 (4) (b)(6)
ALLOCATION OF MONEY RECEIVED		
from levy on certain institutions	Municipal	304 (12)
AMALGAMATION		
notice of Ontario Municipal Board decision objection to decision, certificate of clerk	Municipal Municipal	14 (19) 14 (21)
AMENDMENT		
assessment roll, decision of Assessment Review Court assessment roll, decision of County Court or Supreme Court assessment roll, decision of Court of Appeal assessment roll, decision of judge on appeal assessment roll, decision of Ontario Municipal Board business assessment roll, to reflect change in property assessment on appeal of determination of divisional Board of Education, on judge's order to polling list, electors who vote at advance poll	Assessment Assessment Assessment Assessment Assessment Assessment Assessment Assessment Assessment Education Municipal Elections, 1972	52 (13) 68 63 (10) 66 (5) 62 (1) 63 (10) 70 57 (19) 64 (6) (a)
ANIMAL		
distraigned, description recorded distraigned, notice re impounded, notice of description by poundkeeper	Pounds Pounds Pounds	10 (4) 10 (3), 21 7
ANNEXATION		
copies of special assessment by-laws notice of assessment notice of Ontario Municipal Board decision objection to decision, certificate of clerk	Municipal Assessment Municipal Municipal	23 (3) (4) 48 (2) 14 (19) 14 (21)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
APPEAL		
assessment, decision of judge, amendment of assessment roll	Assessment	62(1)
certification of result of, recount or final addition	Municipal Elections, 1972	86(5)
change in property assessment, to be reflected in business assessment roll	Assessment	70
decision of Assessment Review Court, increase taxes	Municipal	636b(12)
decision of Assessment Review Court, reduction or refund of taxes, notice of	Municipal	636a(14)
decision of council, increase in taxes	Municipal	636b(7)
decision of property standards committee	Planning	36(19)
decision on recount or final addition, ballots and statements	Municipal Elections, 1972	85(2)
notice of intention, farm lands exempt from taxation	Assessment	29(3)(4)
of determination of trustees of combined separate school zone, decision of judge	Education	110(17)
Ontario Municipal Board, decision under Minister's delegated authority	Planning	44d(3)
Ontario Municipal Board, documents forwarded by registered mail	Planning	44d(5)
Ontario Municipal Board, where council refuses to act, demolition permit	Planning	37a(4)(12)
Ontario Municipal Board, where no action taken by council, application to amend restricted area by-law	Planning	35(22)
special assessment, forwarded to Court of Revision	Local Improvement	29(3)
special assessment, notice of hearing to appellant	Local Improvement	29(3)
special assessment, where flankage becomes frontage, received	Local Improvement	29(3)
APPLICANT		
notice to, time and place of recount of votes	Municipal Elections, 1972	81(3)
APPLICATION		
arbitration, notice, re bridge or highway under joint jurisdiction	Municipal	438(1)
dispense with vote, objection to, filed with clerk	Ontario Municipal Board	63(3)
for certificate to vote by proxy	Municipal Elections, 1972	65(5)
for certificate to vote by proxy, notice of time for	Municipal Elections, 1972	39(2)
for division or redivision, wards	Municipal	13(3)
loan, notice of objection from mortgagee	Shoreline Property Assistance, 1973	3(5)
marriage register, received, register to be issued	Marriage	28(1)(2)
notice of, to Court, assessment question	Assessment	66(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
APPLICATION (cont'd)		
of electors to pass by-law, sufficiency to be certified	Municipal	260(1)
Ontario Municipal Board, demolition permit, no action by council	Planning	37a(4)(12)
Ontario Municipal Board, notice from Director, re road closing, restricting building, land compensation	Ontario Water Resources	43(5)
Ontario Municipal Board, notice, re council refusal to act, restricted area by-law	Planning	35a(6)
reduction or refund of taxes, instead of person entitled	Municipal	636a(5)
reduction or refund of taxes, notice	Municipal	636a(2)
reduction or refund of taxes, notice, appeal from decision of Assessment Review Court	Municipal	636a(14)
reduction or refund of taxes, notice of decision	Municipal	636a(7)(19)
reduction or refund of taxes, notice of hearing by Assessment Review Court	Municipal	636a(10)
reduction or refund of taxes, notice of hearing by council	Municipal	636a(4)
reduction or refund of taxes, sent to Assessment Review Court	Municipal	636a(2)
revision, preliminary list of electors	Municipal Elections, 1972	24(2)
revision, preliminary list of electors, completion of form	Municipal Elections, 1972	25(2)
revision, preliminary list of electors, publication of notice, re filing	Municipal Elections, 1972	23(1)(c)
revision, preliminary list of electors, use of interpreter	Municipal Elections, 1972	25(3)
school support list change	Municipal	516(2c)(2d)
survey, plans and notes received from Minister	Surveys	49(3)
to Council, where requirement to complete building not satisfied	Planning	37a(10)
to delete name from preliminary list of electors	Municipal Elections, 1972	26(1)
to delete name from preliminary list of electors, notice of hearing, re	Municipal Elections, 1972	26(2)(4)
to quash by-law, notice, re inquiry, where bribery or corrupt practice	Municipal	285(5)
to revoke designation, sent to Minister, order issued	Ontario Heritage, 1974	55(2)
to vote by proxy, evidence on oath	Municipal Elections, 1972	65(6)
APPOINTMENT		
chief building official, inspector, certificate of	Building Code, 1974	3(5)
clerk by council	Municipal	215(1)
deputy issuer of marriage licences	Marriage	31(1)
deputy returning officer and poll clerk	Municipal Elections, 1972	4(1)
Division Registrar	Vital Statistics	33(1)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
APPOINTMENT (cont'd)		
election assistants, assistant returning officer, assistant revising officer	Municipal Elections, 1972	4(5)
engineer, requisition of, re drainage works	Drainage, 1975	3(1)(2)
proxy, receipt	Municipal Elections, 1972	65(9)
replacement, deputy returning officer or poll clerk	Municipal Elections, 1972	4(2)(3)
surveyor, notice of hearing, sideline road	Municipal	448(4)
township clerk as issuer of marriage licences	Marriage	30(2)
APPORTIONMENT		
assessment, drainage works, where land subdivided	Drainage, 1975	65
by-law, county, distribution of, including amendments	Municipal	507(5)(8)
by-law, county, notice of hearing, re	Municipal	507(10)
by-law, new assessment roll	Assessment	97(5)
by-law, notice of appeal	Municipal	507(9)
certified and distributed	Municipal	508
costs, notice of council meeting to consider	Tile Drainage, 1971	10(2)
county levy added to collector's roll	Municipal	508
division of land, notice of council meeting	Shoreline Property Assistance, 1973	10(2)
divisional Board of Education, arbitration of	Education	206(7)
divisional Board of Education, notice of termination of agreement, re instalment payments	Education	208(4)(b)(6)
notice of, inter-urban areas	Municipal	24(36)
notice of, re administration and maintenance costs	Conservation Authorities	26(5)
taxes, land assessed in block, Treasurer notified, re	Municipal	547(2)
APPROVAL		
notice of withdrawal, traffic by-law	Highway Traffic	135(3)
Ontario Municipal Board, before restricted area by-law effective, where objection received	Planning	35(26)
sewage works, notice of hearing prior to	Ontario Water Resources	44(1)
ARBITRATION		
apportionment, divisional Board of Education	Education	206(7)
award, copy of	Education	182(1)
ARCHAEOLOGICAL		
importance, Minister's notice of intention to designate	Ontario Heritage, 1974	52(2)
ARCHIVIST OF ONTARIO		
photo-copies retained where original by-laws and minutes held by	Municipal	215(4)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
ARREARS OF TAXES		
clerical error, re sale of lands for	Municipal	559
list of land no longer liable to sale	Municipal	543(2)
list of lands liable to sale sent to		
assessment commissioners, re errors	Municipal	544(1)
list of lands to be sold, inspection	Municipal	543(1)
		544(1)
list sent to treasurer, re land liable		
to sale for	Municipal	544(1)
list to assessment commissioner, re		
land no longer liable for sale	Municipal	544(2)
list to county clerk, re land liable		
for sale	Municipal	555(1)
offence for not preserving list	Municipal	546
sale of land, notice to owner and		
occupants	Municipal	544(1)
sale of lands, offence, re failure to		
perform duties, fraud	Municipal	614,615
ASSENT OF THE ELECTORS		
certified copy of by-law published	Municipal	262(1)
vote results certified	Municipal	264(1)
ASSESSMENT		
appeal of, decision of judge	Assessment	62(1)
apportionment of, re drainage works,		
where lands subdivided	Drainage, 1975	65
business, amendment of collector's roll	Assessment	44(2)
commercial, farm and residential,		
provision of information to Board		
of Education	Education	214
drainage works, altered, as approved		
by Court of Revision	Drainage, 1975	56
drainage works, notice of appeal	Drainage, 1975	52,53,54
environmental, notice of	Environmental Assessment, 1975	7(1)(b)
notice of change, for drainage works	Drainage, 1975	56
notice of increase, re levy on		
telephone and telegraph companies	Municipal	304a(10)
notice of increase where levy made on		
certain institutions	Municipal	304(11)
question, notice of application to		
court	Assessment	66(2)
removal of exemption for forestry		
purposes	Assessment	5
report of treasurer, re lands missed	Municipal	545
school purposes, preparation of		
particulars	Education	216
statement of equalized, provided to		
county clerk	Municipal	507(2)(3b)
statement of separate school board	Education	129
supplementary, entry on collector's		
roll on notice from assessor	Assessment	43
ASSESSMENT REVIEW COURT		
decision of, amendment to assessment		
roll	Assessment	52(13)
notice of hearing	Assessment	52(4)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
ASSESSMENT ROLL		
amendment, decision of Assessment Review Court	Assessment	52(13)
amendment, decision of Court of Appeal	Assessment	63(10) 66(5)
amendment, decision of judge on appeal	Assessment	62(1)
amendment, decision of Ontario Municipal Board	Assessment	63(10)
amendment, decision of Supreme Court or County Court	Assessment	68
business, amendment to reflect property assessment change on appeal	Assessment	70
certification	Assessment	57(2)
collector's roll altered to reflect changes in	Municipal	519
copy, Protestant separate school board trustee or collector	Education	139(2)
copy, separate school board collector	Education	128
extension of time for return of filing and inspection of	Assessment	46(2)
last returned, for levy purposes	Assessment	49(2)
new, apportionment by-law	Municipal	303(2a)
receipt of, from assessment commissioner	Assessment	97(5)
return of	Assessment	49(2)
summary sent to secretary-treasurer of inter-urban area	Assessment	46(1)
	Municipal	24(33)
ASSISTANCE		
notice of application for, sent to mortgagee	Shoreline Property Assistance, 1973	3(4)
ASSISTANT		
election, appointment	Municipal Elections, 1972	4(5)
fire marshall, clerk ex officio	Fire Marshalls	8(1)
returning officer, appointment	Municipal Elections, 1972	4(5)
revising officer, appointment	Municipal Elections, 1972	4(5)
ATTENDANCE		
at recount of votes	Municipal Elections, 1972	81(4)
at recount or final addition of votes	Municipal Elections, 1972	81(3)
at revision of preliminary list of electors	Municipal Elections, 1972	24(1)
AUCTIONEERS		
provision of licences	Municipal	381(1)(2)
AUTHORITY		
of clerk, re sufficiency of applications	Municipal	260(2)
AWARD		
amount of, added to collector's roll	Line Fences	10(2)
arbitration, copy of	Education	182(1)
certificate of amount	Line Fences	10(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
AWARD (cont'd)		
of fence-viewers certified	Line Fences	8
of fence-viewers, notice to interested parties	Line Fences	8
BALLOT		
Board of Management, inter-urban area, form	Municipal	24 (19)
cancelled or spoiled	Municipal Elections, 1972	59 (2)
cast results, re vote for Board of Management, inter-urban area	Municipal	24 (20)
certification of number delivered	Municipal Elections, 1972	46 (3)
counted, deputy returning officer's statement of, opening of ballot box	Municipal Elections, 1972	78 (2) (3)
counting, returning officer during	Municipal Elections, 1972	63
counting of, statement of deputy returning officer	Municipal Elections, 1972	75 (2)
delivery to d.r.o.	Municipal Elections, 1972	46 (1) (b)
destruction of, declaration of witnesses	Municipal Elections, 1972	87 (1)
marking material, delivery to d.r.o.	Municipal Elections, 1972	46 (1) (e)
printing and preparation of	Municipal Elections, 1972	41 (1)
retention of	Municipal Elections, 1972	87 (1)
statements, appeal of decision on recount or final addition	Municipal Elections, 1972	85 (2)
statements, sealing following recount or final addition	Municipal Elections, 1972	85 (1)
tabulation of	Municipal Elections, 1972	77 (1)
tabulation of, postponement due to delay	Municipal Elections, 1972	77 (3)
BALLOT BOX		
at recount or final addition of vote	Municipal Elections, 1972	81 (3)
delivery to d.r.o.	Municipal Elections, 1972	46 (1) (a)
inspection of contents of	Municipal Elections, 1972	88 (1)
lost or destroyed	Municipal Elections, 1972	79
oath of person chosen to deliver	Municipal Elections, 1972	76 (4)
oath of person delivering, receipt of	Municipal Elections, 1972	76 (2)
opening of, re deputy returning officer's statement of ballots counted	Municipal Elections, 1972	78 (2) (3)
receipt of	Municipal Elections, 1972	76 (2)
resealing after opening for deputy returning officer's statement of ballots counted	Municipal Elections, 1972	78 (2)
sealing and safekeeping of	Municipal Elections, 1972	78 (1)
BIRTH CERTIFICATE		
not to be issued by Division Registrar	Vital Statistics	42
BOARD OF EDUCATION		
attachment of combined municipalities for election of	Education	57 (10)
determination of members	Education	57 (14) (15)
determination of members, reference to judge	Education	57 (13)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
BOARD OF EDUCATION (cont'd)		
determination of number of members to be elected by separate school electors	Education	55 (4)
determination of representation by public school electors	Education	59 (9) (b) (c)
determination of representation, city clerk deemed to be county clerk	Education	57 (8)
disqualification as member	Education	193 (3) (b)
divisional, amendment of determination on judge's order	Education	57 (19)
divisional, arbitration of apportionment	Education	206 (7)
divisional, candidates qualified for election	Education	57 (23) (a)
divisional, candidates qualified for election by separate school electors	Education	57 (28) (c)
divisional, determination	Education	57 (18)
divisional, nominations	Education	57 (23) (a)
		28 (c)
divisional, notice of termination of agreement, re instalment payments on apportionment	Education	208 (4) (b) (6)
divisional, report of vote	Education	57 (23) (b)
divisional, result of vote by separate school electors	Education	57 (28) (d)
divisional, result of vote for	Education	57 (23) (b)
divisional, returning officer for election	Education	57 (23) (a) (b)
divisional, vote by separate school electors	Education	57 (28) (d)
information required for determination of members	Education	57 (17)
notice of change of method of election or number of members to be elected by public school electors	Education	56 (3)
provision of information, re commercial farm and residential assessments	Education	214
BOARD OF MANAGEMENT		
inter-urban area, certificate of election results	Municipal	24 (20)
inter-urban area, form of ballot	Municipal	24 (19)
inter-urban area, results of vote for	Municipal	24 (20)
inter-urban areas, election of	Municipal	24 (11) (12)
inter-urban areas, Municipal Elections Act, 1972 applicable	Municipal	24 (12)
BOOKS		
of council, retained	Municipal	215 (1) (c)
open to inspection	Municipal	216 (1)
BOOTHES		
voting, in polling places	Municipal Elections	44 (3)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
BORROWING		
by-law, re shoreline improvements to be registered	Shoreline Property Assistance, 1973	2(1)
BOUNDARIES		
polling subdivisions	Municipal Elections, 1972	17(1)
separate school zone, map of	Education	81(1) (e)(ii)
BOUNDARY ROAD		
Ontario Municipal Board hearing, re maintenance costs	Public Transportation and Highway Improvement	58(3)
township, laid out or established as highway	Municipal	437(3)
BRIBERY OR CORRUPT PRACTICE		
notice of inquiry	Municipal	285(5)
BUILDING INSPECTOR		
certificate of appointment	Building Code, 1974	3(5)
BUILDING PERMIT		
application to council, cannot comply with requirement to complete	Planning	37a(10)
BUSINESS ASSESSMENT		
amendment of collector's roll	Assessment	44(2)
amendment, to reflect property assessment change on appeal	Assessment	70
BY-LAW		
affecting land, recorded in index book	Municipal	216(2)
borrowing of money for shoreline improvements to be registered	Shoreline Property Assistance, 1973	2(1)
charging rate sent to residents, re extension of service	Telephone	81(1)
declaration of result of vote on original retained	Municipal Elections, 1972	77(2)
photo-copy kept where original held	Municipal	215(1) (e)
by Archivist of Ontario	Municipal	215(4)
posting of statement of election results showing votes for and against	Municipal Elections, 1972	77(2)
providing for borrowing for cost of works to be registered	Tilè Drainage, 1971	2(2)
restricted area, not effective until approved by Ontario Municipal Board, where objection received	Planning	35(26)
signed, at meeting at which it is passed	Municipal	259(1)
CANCELLED BALLOTS	Municipal Elections, 1972	59(2)
CANDIDATE		
certification of nominators and nomination papers of, as evidence	Municipal Elections, 1972	35(5)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
CANDIDATE (cont'd)		
combined separate school board, vote recorded	Education	110(21) (b)
declared elected by acclamation for vacant office, resignation of member	Municipal Elections, 1972	38(1)
list of, where nominations are certified	Municipal Elections, 1972	90(6)
nomination of, more than one office, notice of withdrawal	Municipal Elections, 1972	35(6)
nomination of, notice of rejection	Municipal Elections, 1972	37(2)
nomination of, notice of withdrawal	Municipal Elections, 1972	34(4) (b)
nomination of, publication of notice of offices open for	Municipal Elections, 1972	37(1)
nomination papers	Municipal Elections, 1972	33(3)
nominators of, certificate of qualification	Municipal Elections, 1972	34(6)
notice to of time and place of recount of votes	Municipal Elections, 1972	35(4) (b)
posting of name, address and occupation	Municipal Elections, 1972	81(3)
posting of notice of death of	Municipal Elections, 1972	35(3) (4) (a)
posting of statement of election results showing votes cast for	Municipal Elections, 1972	36(b)
provision of list to, electors who vote at advance poll	Municipal Elections, 1972	77(2)
publication of notice of period for nomination of	Municipal Elections, 1972	64(5)
qualification for election as trustees of combined separate school zone	Municipal Elections, 1972	33(3)
qualification for election to divisional Board of Education	Education	110(21) (a)
qualification for election to divisional Board of Education, separate school electors	Education	57(23) (a)
rejection of nomination, unqualified successful, determination of, equality of votes	Education	57(28) (c)
	Municipal Elections, 1972	35(4) (b)
	Municipal Elections, 1972	83
CEMETERY TRUSTEES		
certificate of election	Cemeteries	75(7) (10)
CENSUS		
receipt of, from assessment commissioner	Assessment	23
CERTIFICATE		
addition of name to polling list, new citizen	Municipal Elections, 1972	31(2) (4)
affixed to objection, re amalgamation or annexation	Municipal	14(21)
amount due in award, received	Line Fences	10(2)
amount of loan registered on title	Planning	38(33)
appointment of Chief Building Official, inspector	Building Code, 1974	3(5)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
CERTIFICATE (cont'd)		
assessment roll	Assessment	47 (2)
authorization, addition of name to polling list	Municipal Elections, 1972	31 (1) (4)
award of fence-viewers	Line Fences	8
birth, death, marriage, still birth not to be issued by Division Registrar	Vital Statistics	42
collector's roll	Municipal	518
copy of by-law and affidavit to quash	Shoreline Property Assistance, 1973	2 (4)
copy of by-law providing for borrowing for cost of works	Tile Drainage, 1971	2 (5)
copy of by-law to establish seed potatoe, restricted area	Seed Potatoes	3
decision to amend preliminary list of electors	Municipal Elections, 1972	25 (4)
discharge of loan registered on title election, members of county council	Planning	37 (3)
election of cemetery trustees	Municipal	185
election results, to candidates, Board of Management, inter-urban area	Cemeteries	75 (7) (10)
electors who vote at advance poll enrolment, to exempt fire fighter from duty as juryman or constable	Municipal	24 (20)
inspection and completion filed by inspector	Municipal Elections, 1972	64 (6) (b)
inspection and completion of works to be filed by inspector	Fire Fighters Exemption	1
loan, re improvements to real property	Shoreline Property Assistance, 1973	4
medical, incapability of elector to attend polling place	Tile Drainage, 1975	4
nomination paper filed prior to nomination day	Housing Development	2a (3)
nominations, list of candidates	Municipal Elections, 1972	65 (1) (a)
nominators and nomination papers of candidates, as evidence	Municipal Elections, 1972	35 (2)
notice of separate school support	Municipal Elections, 1972	35 (6)
number of ballots delivered	Municipal Elections, 1972	35 (5)
number of electors, towns, villages, townships	Education	116 (5)
petition, delayed where complaint lodged	Municipal Elections, 1972	46 (3)
plan of proposed work on street or highway	Municipal	34 (3) (4)
proxy, receipt	Local Improvement	15 (8)
qualification, nominators of candidate	Municipal	339 (5)
receipt of, notice of Protestant separate school support	Municipal Elections, 1972	65 (9)
recount or final addition of votes registered on title, re amount added to collector's roll	Municipal Elections, 1972	35 (4) (b)
registered on title, re amount loaned	Education	135 (3)
registered on title, re discharge of loan	Municipal Elections, 1972	82 (1)
registered on title, re requirements satisfied	Planning	37a (8)
registered, re loan for sewer or water connections	Planning	37 (3)
	Planning	37a (8)
	Planning	36 (10)
	Municipal	362a (7)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
CERTIFICATE (cont'd)		
registration, costs of municipal works	Public Health	25(4)
repayment, registered, re improvement	Housing Development	2a(3)
to real property	Planning	38(33)
repayment of loan registered on title	Municipal Elections, 1972	86(5)
result of appeal of recount or final	Municipal Elections, 1972	81(9)
addition	Municipal Elections, 1972	90(5a)
result of recount or final addition	Planning	35(27)
revised list of electors, new election	Tile Drainage, 1975	2(5)
sending notices, 'prima facie', evidence	Local Improvement	51
sent to Treasurer of Ontario	Municipal	260(1)
special assessment roll for local	Fluoridation	4(3)
improvements	Workmen's Compensation	113(1)
sufficiency of application of electors	Municipal Elections, 1972	65(5)
to pass by-law	Municipal Elections, 1972	65(6)
sufficiency of fluoridation petition	Municipal Elections, 1972	65(6)
conclusive	Municipal Elections, 1972	39(2)
unpaid assessment, amount added to	Municipal Elections, 1972	48(1)(2)
collector's roll		(3)(5)
vote by proxy, application		
vote by proxy, application for,		
evidence on oath		
vote by proxy, issuance of		
vote by proxy, notice of time for		
application for		
vote where stationed, poll clerk and		
d.r.o.		
CHANGE		
school support, notice of	Education	35
CHARGES		
for municipal works added to collector's	Public Health	25(3)
roll	Public Health	25(4)
for municipal works registered against	Public Health	34(3)
lands by certificate		
for provincial works added to		
collector's roll		
CHIEF WEED INSPECTOR		
names of county weed inspectors	Weed Control Act	7(1)(2)(3)
forwarded to		
CHILD		
judge to hear clerk, re need of	Child Welfare	25(3)
protection of		
CITIZEN, NEW		
certificate authorizing addition of	Municipal Elections, 1972	31(2)(4)
name to polling list		
CITY CLERK		
deemed to be county clerk, re deter-	Education	57(8)
mination of representation on		
Board of Education		

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
CLOSING OF ROADS		
notice of application to Ontario Municipal Board, from Director	Ontario Water Resources	43 (5)
COLLECTOR'S ROLL		
add amount of loan, re improvements required	Planning	37 (2)
add unpaid amount upon notice	Power Corporation	74 (1)
add unpaid expenses upon notification by local board of health	Public Health	25 (1)
add unpaid loan upon receipt of notice of default	Rural Power District Loans	6 (2)
altered to reflect changes in assessment roll	Municipal	519
amendment, re business assessment	Assessment	44 (2)
amount of award of fence-viewers added	Line Fences	10 (2)
amount of loan added	Planning	38 (23)
amount of loan added	Ontario Heritage, 1974	39 (2)
amount of loan to repair and improve real property	Housing Development	2a (2)
amount set out in certificate of unpaid assessment added	Workmen's Compensation	113 (1)
certificate to be attached	Municipal	518
charges for municipal works added	Public Health	25 (3)
charges for provincial works added	Public Health	34 (3)
corporation shown as separate school supporter	Education	123 (2)
cost of destroying weeds added	Weed Control	14
cost of preliminary report, re drainage works	Drainage, 1975	10 (4)
cost of removal of obstruction from drainage works to be added	Drainage, 1975	80 (2)
county levy added	Municipal	508
delivery to tax collector	Municipal	518
enter commutation for statute labour	Statute Labour	9 (1) (2)
entry on of supplementary assessment upon notice from assessor	Assessment	43
format of	Municipal	516 (2)
information tables attached	Municipal	516 (4)
mechanical preparation of	Municipal	516 (3)
names of tenant or lessee may be omitted from	Municipal	516 (5)
notice from assessor of land omitted	Assessment	42 (1)
notice re collection of dues for farm organization, added	Municipal	376 (6) (c)(d)
preparation guided by school support list from assessment commissioner	Municipal	516 (2a)
public school rate distinguished from separate school rate	Education	121 (1)
removal of exemption from assessment for forestry purposes	Assessment	5
specified sum added for failure to complete building	Planning	37a (7)
tax rates entered on	Municipal	516 (1)
to be prepared	Municipal	516 (1)
treasurer to receive copy of information tables	Municipal	516 (4)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
COLLECTOR'S ROLL (cont'd)		
unpaid amount for utilities used, added	Public Utilities	30(2)
unpaid costs added, re elimination of nuisance	Public Health	95(3)
unpaid sewer or water works rates added	Municipal	362(21)
unsatisfied judgement for cost of fence removal	Snow Road and Fences	11(1)
COMBINED MUNICIPALITY		
attachment of, for election of Board of Education	Education	57(10)
COMBINED SEPARATE SCHOOL BOARD		
determination of representation of trustee	Education	110(8)
election returning officer	Education	110(21)(b)
vote recorded for candidates	Education	110(21)(b)
COMBINED SEPARATE SCHOOL ZONE		
candidates qualified for election as trustees	Education	110(21)(a)
decision of judge on appeal of determination of trustees	Education	110(17)
determination of trustees	Education	110(12)(15) (16)
determination of trustees by judge	Education	110(11)
election of trustees to board	Education	110(7)
redistribution of trustees	Education	110(9)
COMMISSIONER		
clerk disqualified for taking affidavits	Telephone Commissioners For Taking Affidavits	67(2) 2(3)
COMMITTEE OF ADJUSTMENT		
by-law to establish, forwarded to Minister	Planning	41(1a)
certified copy of decision received	Planning	42(14)
COMMUTATION		
statute labour added to collector's roll	Statute Labour	9(1)(2)
COMPARTMENTS		
voting, in polling places	Municipal Elections, 1972	44(3)
COMPENSATION		
to landowner, registration of by-law adopting engineer's report	Drainage, 1975	68

STATUTORY DUTIES OF THE MUNICIPAL CLERK

Subject	Act	Section
COMPENSATION FOR LAND		
notice of application to Ontario Municipal Board, from Director	Ontario Water Resources	43 (5)
COMPLAINT		
local improvement petition, delay certifying	Local Improvement	15 (8)
petition, procedure	Local Improvement	15 (8)
sufficiency of petition, judge's findings	Local Improvement	15 (8)
COMPLETION		
certificate filed by inspector	Shoreline Property Assistance, 1973	4
of works, certificate to be filed by inspector	Tile Drainage, 1971	4
CONDUCTING OF LOT		
equality of votes	Municipal Elections, 1972	83
CONFLICT OF INTEREST		
disclosure to be recorded	Municipal Conflict of Interest, 1972	2 (5)
CONSENT OF OWNER OF PARKING LOT		
application of speeding and racing by-law	Municipal	354 (1) 108a
CONSENTS		
land division committee, distribution of by-law re	Planning	30 (5)
CONSERVATION AUTHORITY		
notice, apportionment of costs	Conservation Authorities	26 (5)
notice, valuation of land	Conservation Authorities	32 (3)
CONSTABLE		
certificate of enrolment to exempt fire fighter	Fire Fighters Exemption	1
oath filed	Police	64 (2)
swearing in to keep peace and order	Municipal Elections, 1972	66
CONTENTS OF BALLOT BOX		
inspection of	Municipal Elections	88 (1)
CONTRACTS		
for supply of power, signing of	Power Corporation	84 (4)
CONTRAVENTION OF ACT		
reported to Registrar General	Vital Statistics	35

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
COPIES OF RECORDS, BOOKS, DOCUMENTS AND ACCOUNTS		
fee for	Municipal	216 (1)
CORPORATION		
as separate school supporter, on collector's roll	Education	123 (2)
nominee money by-law, polling list	Municipal Elections, 1972	29 (3)
notice of separate school support	Education	123 (1) (4)
notice of separate school support, ensuring conformity	Education	124 (6)
notice of separate school support, filing	Education	124 (5)
notice of separate school support, voiding	Education	124 (4)
CORRECTION		
preliminary list of electors	Municipal Elections, 1972	21a
CORRUPT PRACTICES		
provisions re, for deputy returning officer	Municipal Elections, 1972	101 (3)
COSTS		
notice of, re destroying weeds added to collector's roll	Weed Control	14
Ontario Municipal Board hearing, boundary roads and bridges	Public Transportation and Highway Improvement	58 (3)
removal of obstruction from drainage works	Drainage, 1975	80 (2)
COUNCIL		
books, records, accounts retained	Municipal	215 (1) (c)
controlled system, general meeting called upon requisition of subscribers	Telephone	76 (1)
controlled system, notice of general meeting	Telephone	75 (2)
may prescribe duties to be performed	Municipal	215 (1) (f)
meeting, clerk	Municipal	192 (2)
meeting, notice, re consideration of engineer's report	Drainage, 1975	3 (10) (11), 10 (2)
meeting, notice, re engineer's report	Drainage, 1975	41 (1) (2)
meeting, notice to owners re apportionment of costs	Tile Drainage, 1971	10 (2)
meeting, special, fill vacancy, office of warden	Municipal	41 (2)
member, election to fill vacancy	Municipal	45 (1) (2) (3)
member, filling vacancy	Municipal	44
member, receipt of resignation	Municipal	38 (d)
member, vote recorded if required	Municipal	215 (1) (b)
must appoint clerk	Municipal	215 (1)
proceedings, resolutions, decisions, to be recorded	Municipal	215 (1) (a)
refusal to act, appeal to Ontario Municipal Board	Planning	37a (4) (12)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
COUNTED BALLOTS		
deputy returning officer's statement of, opening of ballot box	Municipal Elections, 1972	78(2) (3)
tabulation of	Municipal Elections, 1972	77(1)
COUNTING OF VOTES		
postponement of, due to delay	Municipal Elections, 1972	77(3)
returning officer during	Municipal Elections, 1972	63
statement of deputy returning officer	Municipal Elections, 1972	75(2)
COUNTY		
apportionment, levy, certified and distributed	Municipal	508
apportionment by-law, notice of appeal	Municipal	507(9)
apportionment by-law, notice of hearing re	Municipal	507(10)
apportionment by-law, to be distributed including amendments	Municipal	507(5) (8)
appropriation for suburban roads, notice to cities or separated towns	Public Transportation and Highway Improvement	67
clerk, adjust county levy upon receipt of equalized assessment	Municipal	507(3b)
clerk, certify apportionment re levy and distribute	Municipal	508
clerk, city clerk deemed to be, re determination of representation on Board of Education	Education	57(8)
clerk, distribute apportionment by-law and amendments	Municipal	507(5) (8)
clerk, distribute by-law abandoning toll road	Municipal	414(2)
clerk, notify city or separated town re suburban roads appropriation	Public Transportation and Highway Improvement	67
clerk, preside at meeting to elect warden	Municipal	186(2)
clerk, provided with statement of equalized assessment	Municipal	507(2) (3b)
clerk, receipt of certificate, re election of members of county council	Municipal	185
clerk, receipt of list, re lands liable for tax sale	Municipal	555(1)
clerk, receive resignation of warden	Municipal	41(1)
clerk, send names of county weed inspectors to Chief Weed Inspector	Weed Control	7(1) (2) (3)
clerk, to call first meeting of county library board	Public Libraries	47(6)
clerk, to certify results, re assent of electors	Municipal	264(1)
clerk, to receive certificate of number of electors	Municipal	34(3)
council, certificate of election of members	Municipal	185
Court, decision, amendment of assessment roll	Assessment	68
Court, notice of application to, assessment question	Assessment	66(2)
levy, added to collector's roll	Municipal	508

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
COUNTY (cont'd)		
library board, first meeting called by county clerk	Public Libraries	47(6)
weed inspectors, names to be sent by county clerk to Chief Weed Inspector	Weed Control	7(1)(2)(3)
COURT		
of Appeal, decision, amendment of assessment roll	Assessment	63(10)66(5)
of Revision, appeal of special assessment forwarded	Local Improvement	29(3)
of Revision, assessments for drainage works, to be altered upon approval of Revision, notice of hearing where lands omitted from special assessment	Drainage, 1975	56
of Revision, special assessment roll amended	Local Improvement	50(1)
order, to produce election documents	Local Improvement Municipal Elections, 1972	51 89
DATE OF POSTING		
preliminary list of electors, publishing notice of	Municipal Elections, 1972	23(1)(c)
DEATH		
certificate not to be issued by Division Registrar	Vital Statistics	42
of candidate, posting of notice	Municipal Elections, 1972	36(b)
DECISION		
amend, preliminary list of electors, certificate of	Municipal Elections, 1972	25(4)
appeal of, increase in taxes	Municipal Act	636b(7)
appeal of, recount or final addition, ballots and statements	Municipal Elections, 1972	85(2)
Assessment Review Court, amendment of assessment roll	Assessment	52(13)
Assessment Review Court, increase in taxes	Municipal	636b(9)(15)
Assessment Review Court, increase taxes, appeal of	Municipal	636b(12)
Assessment Review Court, receipt of Committee of Adjustment, certified copy received	Assessment	52(13)
council, recorded	Planning	42(14)
Court of Appeal, amendment of assessment roll	Municipal Act	215(1)(a)
Court of Revision, special assessment roll amended	Assessment	63(10)66(5)
Environmental Assessment Board	Local Improvement	51
failure to make, re demolition permit application to Ontario Municipal Board	Environmental Assessment Board, 1975	18(17)
judge, appeal of determination of trustees, combined separate school zone	Planning	37a(4)(12)
	Education	110(17)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
DECISION (cont'd)		
notice, hearing re increase of taxes	Municipal	636b(4) (15)
notice of, to unite separate school zone	Education	87(1)
Ontario Municipal Board, amalgamation or annexation	Municipal	14(19)
Ontario Municipal Board, amendment of assessment roll	Assessment	63(10)
Ontario Municipal Board, re appeal of decision of Committee of Adjustment	Planning	42(19)
property standards committee, appeal from	Planning	36(19)
referee, re drainage works	Drainage, 1975	115(a)
revise preliminary list of electors	Municipal Elections, 1972	27
Supreme Court or County Court, amendment of assessment roll	Assessment	62(1)68
to proceed, receipt of notice	Drainage, 1975	5(1)
DECLARATION		
election by acclamation	Municipal Elections, 1972	38(1)
election result, equality of votes	Municipal Elections, 1972	80(1)
election results and vote on by-law or question	Municipal Elections, 1972	77(2)
eligibility to vote	Municipal Elections, 1972	54(3),76(2)
of office, received and filed	Municipal	235(7)
of office, to be taken	Municipal	235(2)
result of recount or final addition of votes	Municipal Elections, 1972	82(2)
witnesses to destruction of ballots	Municipal Elections, 1972	87(1)
DELETION		
name from preliminary list of electors, application	Municipal Elections, 1972	26(1)
name from preliminary list of electors notice of hearing, re application for	Municipal Elections, 1972	26(2)(4)(5)(6)
DELIVERY		
ballot box, oath of person chosen for	Municipal Elections, 1972	76
ballot box, to d.r.o.	Municipal Elections, 1972	46(1) (a)
ballot marking material, to d.r.o.	Municipal Elections, 1972	46(1) (e)
ballots, to d.r.o.	Municipal Elections, 1972	46(1) (b)
directions for voters, to d.r.o.	Municipal Elections, 1972	46(1) (c)
notice, sufficient if given to clerk	Ontario Municipal Board	76(1) (b)
other prescribed materials, to d.r.o.	Municipal Elections, 1972	46(1) (f)
polling list and poll book, to d.r.o.	Municipal Elections, 1972	46(1) (d)
preliminary list of electors	Municipal Elections, 1972	23(4)
DEMOLITION		
permit, application to Ontario Municipal Board	Planning	37a(4) (12)
permit holder, specified sum added to collector's roll	Planning	37a(7)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
DEPOSIT		
accompany requisition for engineer, re drainage works	Drainage, 1975	3 (2)
DEPUTY ISSUER OF MARRIAGE LICENCES		
appointment of	Marriage	31 (1)
notice of appointment	Marriage	31 (2)
DEPUTY RETURNING OFFICER		
appointment	Municipal Elections, 1972	4 (1)
certificate to vote where stationed	Municipal Elections, 1972	48 (1) (2) (3) (5)
oath, receipt of	Municipal Elections, 1972	76 (3)
provisions, re corrupt practices	Municipal Elections, 1972	101 (3)
replacement	Municipal Elections, 1972	4 (2) (3)
statement of ballots counted, opening of ballot box	Municipal Elections, 1972	78 (2) (3)
statement, receipt of	Municipal Elections, 1972	76 (2)
statement, re counting of ballots	Municipal Elections, 1972	75 (2)
DESIGNATED MUNICIPALITY		
circulation of copies official plan	Planning	16 (1)
DESIGNATED PROPERTY		
notice of change of ownership	Ontario Heritage, 1974	35
objection to proposal	Ontario Heritage, 1974	29 (4)
register to be kept	Ontario Heritage, 1974	27 (1)
DESIGNATION		
application to Minister to revoke, order issued	Ontario Heritage, 1974	55 (4)
property, repeal of, names removed from register	Ontario Heritage, 1974	31 (7)
repeal of, objection to by-law	Ontario Heritage, 1974	31 (5)
revoked by Minister, order issued	Ontario Heritage, 1974	54 (1)
DESTROYED BALLOT BOX	Municipal Elections, 1972	79
DESTRUCTION OF BALLOTS		
declaration of witnesses	Municipal Elections, 1972	87 (1)
DETERMINATION		
Board of Education representation, public school electors	Education	57 (9) (b) (c)
centre of separate school zone, notice	Education	80 (5)
divisional Board of Education	Education	57 (18)
divisional Board of Education, amend- ment on judge's order	Education	57 (19)
members of Board of Education	Education	57 (14) (15)
members of Board of Education, infor- mation required	Education	57 (17)
members of Board of Education, reference to judge	Education	57 (13)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
DETERMINATION (cont'd)		
number of members of Board of Education to be elected by separate school electors	Education	55(4)
number of trustees, combined separate school zone	Education	110(5)
representation by trustee, combined separate school zone	Education	110(8)
representation on Board of Education, city clerk deemed to be county clerk	Education	57(8)
successful candidate, equality of votes	Municipal Elections, 1972	83
time and place for revision of preliminary list of electors	Municipal Elections, 1972	23(1)(a)
trustees, combined separate school board, by judge	Education	110(11)
trustees, combined separate school zone	Education	110(12)(15)(16)
trustees, combined separate school zone, decision of judge on appeal	Education	110(17)
DIRECTIONS FOR VOTERS		
delivery to d.r.o.	Municipal Elections, 1972	46(1)(c)
DISCHARGE		
of fire fighter, request for hearing of loan, certificate registered on title	Fire Departments	4(1)
	Planning	37(3) 37a(8)
DISCLAIMER		
right to hold office	Municipal Elections, 1972	113,115(1)
DISCLOSURE		
to be recorded	Municipal Conflict of Interest, 1972	2(5)
DISCONTINUANCE		
separate school board, notice of	Education	89(1)(3)
DISEASE		
outbreak of, local board occupies land or vacant building	Public Health	54(2)
DISESTABLISHMENT OF WELFARE UNIT		
three month notice to be received	Welfare Units	6(1)
DISPENSE WITH VOTE OR ELECTORATE		
objection to, filed with clerk	Ontario Municipal Board	63(3)
DISPUTE		
award of fence-viewers received	Line Fences	8

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
DISQUALIFICATION		
clerk being commissioner member, Board of Education	Telephone Education	67(2) 193(3) (b)
DISTRAINED ANIMAL		
description recorded notice re	Pounds Pounds	10(4) 10(3)21
DISTRICT WEED INSPECTOR		
notice to destroy noxious weeds	Weed Control	15(1)
DIVISION		
municipality into polling subdivisions of land, notice of council meeting to consider apportionment	Municipal Elections, 1972 Shoreline Property Assistance, 1973	17(1) 10(2)
DIVISIONAL BOARD OF EDUCATION		
amendment of determination on judge's order	Education	57(19)
arbitration of apportionment	Education	206(7)
candidates qualified for election by separate school electors	Education	57(28) (c)
candidates qualified for election determination	Education	57(23) (a)
nominations	Education	57(18)
	Education	57(23) (a)
		(28) (c)
notice of termination of agreement, re instalment payments on apportion- ment	Education	208(4)(b) (6)
report of vote	Education	57(23) (b)
result of vote by separate school electors	Education	57(28) (d)
result of vote	Education	57(23) (b)
returning officer for election	Education	57(23) (a)(b)
returning officer for election by separate school electors	Education	57(28)(c) (d)
vote by separate school electors	Education	57(28) (d)
DOCUMENTS		
election, production of on court order	Municipal Elections, 1972	89
election, retention of	Municipal Elections, 1972	87(2)
open to inspection	Municipal	216(1)
DOG TAGS		
record of	Dog Licensing and Livestock and Poultry Protection	5(4)
DRAINAGE		
highways, notice of application to provide	Publication Transportation and Highway Improvement	23(1)
DRAINAGE ACT, 1975		
remuneration for duties under	Municipal	237(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
DRAINAGE WORKS		
account for engineer's report received	Drainage, 1975	72
agreement to construct or improve	Drainage, 1975	2 (2)
apportionment, where lands subdivided	Drainage, 1975	65
assessment altered as approved by Court of Revision	Drainage, 1975	56
by-law adopting engineer's report registered if compensation paid	Drainage, 1975	68
cost of removal of obstruction, added to collector's roll	Drainage, 1975	80 (2)
in adjoining municipality, notice re council meeting	Drainage, 1975	41 (1)
notice of appeal of assessment	Drainage, 1975	52, 53, 54
notice of appeal of engineer's report	Drainage, 1975	47 (2)
notice of change of assessment	Drainage, 1975	56
notice of council meeting, to consider engineer's report	Drainage, 1975	3 (10) (11), 10 (2)
notice of hearing, re appeal of assessment	Drainage, 1975	53
notice of injurious affect on property	Drainage, 1975	79 (1)
notice, re lack of maintenance and repair	Drainage, 1975	79 (2)
notice, re petition against or with- drawal of requisition, engineer's report	Drainage, 1975	3 (12)
notice to landowners, re meeting with engineer	Drainage, 1975	3 (7) 9 (1)
Ontario Drainage Tribunal, application appeal, reference	Drainage, 1975	98
ownership of land to be checked, re petition	Drainage, 1975	4 (4)
receipt and notice of engineer's report	Drainage, 1975	39 (1) 40
receipt and recording, notice of appeal of engineer's report	Drainage, 1975	47, 50 (1)
receipt of adjoining municipality's provisional by-law	Drainage, 1975	75
receipt of decision of referee	Drainage, 1975	115 (a)
receipt of notice to proceed	Drainage, 1975	5 (1)
receipt of notice to quash by-law	Drainage, 1975	58 (1) (2)
receipt of petition	Drainage, 1975	4 (1) 9 (5)
report of engineer, re proposed abandonment	Drainage, 1975	84 (1)
requisition for appointment of engineer, deposit	Drainage, 1975	3 (1) (2)
withdrawal of signature for petition, receipt of	Drainage, 1975	10 (3) 42
DUES		
farm organization, notice re addition to collector's roll	Municipal	376 (6) (c) (d)
DUPLICATE		
plan of subdivision, received	Land Titles	161 (5)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
DUTIES		
as assigned by council	Municipal	215 (1) (f)
as assistant to Fire Marshall, paid salary and expenses	Fire Marshalls	8 (3)
clerk	Municipal	215 (1)
correction of errors in statement of birth, death, stillbirth	Vital Statistics	30 (1) (2)
Division Registrar	Vital Statistics	34
foundlings	Vital Statistics	11 (2)
performance, offence for refusal or neglect	Municipal Elections, 1972	97
registration of deaths	Vital Statistics	18 (2) (3)
registration of stillbirths	Vital Statistics	14 (3) (4) (5) (6)
returning officer, election of school board	Municipal Elections, 1972	3 (3)
returning officer, election of trustees of police village	Municipal Elections, 1972	3 (2)
under Drainage Act, 1975, remuneration for	Municipal	237 (2)
when husband not father	Vital Statistics	6
where statement of birth received after 30 days	Vital Statistics	9 (1) (2)
DUTY		
to give notice from Ontario Municipal Board to officers involved	Ontario Municipal Board	77
ELECTED		
declaration by acclamation	Municipal Elections, 1972	38 (1)
ELECTION		
assistant, appointment	Municipal Elections, 1972	4 (5)
ballots, preparation and printing of	Municipal Elections, 1972	41 (1)
Board of Education, attachment of combined municipalities	Education	57 (10)
Board of Education, determination of number of members to be elected by separate school electors	Education	55 (4)
Board of Education, notice of change of method or number of members to be elected by public school electors	Education	56 (3)
Board of Management, inter-urban areas	Municipal	24 (11) (12)
candidates nomination papers	Municipal Elections, 1972	34 (6)
Board of Education, separate school electors	Education	57 (28) (c)
certificate, Board of Management, inter-urban area	Municipal	24 (20)
certificate of, members of county council	Municipal	185
clerk to hold	Municipal Elections, 1972	39 (1)
combined separate school board, returning officer	Education	110 (21) (b)
divisional Board of Education, by separate school electors, returning officer for	Education	57 (28) (c) (d)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
ELECTION (cont'd)		
divisional Board of Education, candidates qualified	Education	57(23) (a)
divisional Board of Education, returning officer	Education	57(23)(a)(b)
documents, production of on court order	Municipal Elections, 1972	89
Municipal Elections Act, 1972, appli- cable, Board of Management, inter- urban areas	Municipal	24(12)
new, certification of revised list of electors	Municipal Elections, 1972	90(5a)
new, nomination day	Municipal Elections, 1972	90(1)
not invalid, irregularity of clerk	Municipal Elections, 1972	92(a)
officials, administering oaths to	Municipal Elections, 1972	5(2)
poll, notice of time of	Municipal Elections, 1972	39(2)
result declaration, equality of votes	Municipal Elections, 1972	80(1)
result and vote on by-law or question, declaration of	Municipal Elections, 1972	77(2)
result, posting of statement of votes cast	Municipal Elections, 1972	77(2)
school board, inter-urban area	Municipal	24(31)
to fill vacancy, member of council	Municipal	45(1) (2) (3)
trustees, establishment of separate school zone	Education	83(2) (e) (3)
trustees of combined separate school zone, candidates qualified	Education	110(21) (a)
trustees, to board of combined separate school zone	Education	110(7)
warden, county clerk to preside at meeting	Municipal	186(2)
ELECTORS		
application to pass by-law, to be certified as to sufficiency	Municipal	260(1)
assent of, certified copy of by-law published	Municipal	262(1)
certificate re number, towns, villages, townships	Municipal	34(3) (4)
certification of revised list of, new election	Municipal Elections, 1972	90(5a)
incapable to attend polling place, medical certificate	Municipal Elections, 1972	65(1) (a)
list of, changed re school support changes	Municipal	516(2i)
notice to, location of polling place	Municipal Elections, 1972	44(7)
preliminary list of, application for revision	Municipal Elections, 1972	24(2)
preliminary list of, application for revision, completion of form	Municipal Elections, 1972	25(2)
preliminary list of, application for revision, use of interpreter	Municipal Elections, 1972	25(3)
preliminary list of, application to delete name	Municipal Elections, 1972	26(1)
preliminary list of, attendance at revision of	Municipal Elections, 1972	24(1)
preliminary list of, certificate of division to amend	Municipal Elections, 1972	25(4)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
ELECTORS (cont'd)		
preliminary list of, correction	Municipal Elections, 1972	21a
preliminary list of, decision to revise	Municipal Elections, 1972	27
preliminary list of, deletion of name	Municipal Elections, 1972	26(5) (6)
preliminary list of, delivery of copies	Municipal Elections, 1972	23(4)
preliminary list of, determination of time and place for revision	Municipal Elections, 1972	23(1) (a)
preliminary list of, notice of hearing re application to delete name from	Municipal Elections, 1972	26(2) (4)
preliminary list of, notice to be affixed to	Municipal Elections, 1972	23(3)
preliminary list of, posting	Municipal Elections, 1972	23(1) (b)
preliminary list of, printing	Municipal Elections, 1972	22
preliminary list of, publication of notice of time and place of revision	Municipal Elections, 1972	23(1) (c)
preliminary list of, publication of notice, re filing application for revision of	Municipal Elections, 1972	23(1) (c)
preliminary list of, publishing notice of date of posting	Municipal Elections, 1972	23(1) (c)
preliminary list of, refusal of revision	Municipal Elections, 1972	25(5)
preliminary list of, statement of revisions to	Municipal Elections, 1972	28
vote at advance poll, provision of list to candidate	Municipal Elections, 1972	64(5)
who have voted at advance poll, list of	Municipal Elections, 1972	64(5)
who vote at advance poll, amendment to polling list	Municipal Elections, 1972	64(6) (a)
who vote at advance poll, certificate	Municipal Elections, 1972	64(6) (b)
ELIBIGILITY TO VOTE		
declaration of	Municipal Elections, 1972	54(3)
declarations, receipt of	Municipal Elections, 1972	76(2)
EMERGENCY		
interruption and resumption of polling	Municipal Elections, 1972	67
ENDORSEMENT		
nomination paper, time of filing	Municipal Elections, 1972	35(1)
ENGINEER		
account received, drainage works report	Drainage, 1975	72
by-law adopting report registered, if compensation paid	Drainage, 1975	68
copy of appeal of report sent to clerk of court	Drainage, 1975	47(2)
liability for costs added to collector's roll, re drainage works	Drainage, 1975	10(4)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
ENGINEER (cont'd)		
notice of council meeting, to consider report	Drainage, 1975	3 (10) (11)
notice to landowners, re meeting with receipt and notice of report, re drainage work	Drainage, 1975	3 (7)
receipt of notice of appeal of report report on proposed abandonment of drainage works	Drainage, 1975	39 (1), 40, 41 (1) (2)
requisition for appointment of, re drainage works	Drainage, 1975	47, 50 (1)
	Drainage, 1975	84 (1)
	Drainage, 1975	3 (1) (2)
ENTITLEMENT		
presence at recount of votes tenants to vote on money by-law, polling list	Municipal Elections, 1972	81 (4)
	Municipal Elections, 1972	29 (2)
ENVIRONMENTAL ASSESSMENT		
Minister's order for studies and monitoring, re undertaking notice of receipt of notice of acceptance receipt of notice of approval to proceed with undertaking following receipt of notice of proposal to amend	Environmental Assessment, 1975	38 (2)
	Environmental Assessment, 1975	7 (1) (b)
	Environmental Assessment, 1975	38 (2)
	Environmental Assessment, 1975	38 (2)
	Environmental Assessment, 1975	38 (2)
ENVIRONMENTAL ASSESSMENT BOARD		
receipt of notice of decision receipt of notice of hearing receipt of notice of variation or new hearing	Environmental Assessment, 1975	18 (17)
	Environmental Assessment, 1975	38 (2)
	Environmental Assessment, 1975	24 (4)
EQUALITY OF VOTE		
declaration of election result determination of successful candidate	Municipal Elections, 1972	80 (1)
	Municipal Elections, 1972	83
EQUALIZED ASSESSMENT		
and equalization factor, notice of hearing, Ontario Municipal Board	Assessment	71 (5)
ERRORS		
correction of, in statement of birth, death, stillbirth	Vital Statistics	30 (1) (2)
ESTABLISHMENT OF COMMITTEE OF ADJUSTMENT		
by-law forwarded to Minister	Planning	41 (1a)
EVIDENCE		
certification of nominators and nomination papers of candidates as on oath, application to vote by proxy	Municipal Elections, 1972	35 (5)
	Municipal Elections, 1972	65 (6)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
EXAMINATION AND CERTIFICATION		
nomination paper filed prior to nomination day	Municipal Elections, 1972	35 (2)
EXECUTION		
against municipal corporation, clerk is officer of court	Execution	31 (2)
EXEMPTION		
from assessment, for forestry purposes	Assessment	5
removal of	Assessment	29 (2)
from taxation, farm lands, notice of	Assessment	29 (3) (4)
from taxation, farm lands, notice of intention to appeal	Assessment	30 (2) (3)
from taxation, farm lands, police village		
EXPENSES		
paid for duties as assistant to Fire Marshall	Fire Marshalls	8 (3)
EXTENSION		
time for return of assessment roll	Assessment	46 (2)
EXTRACTS		
from designated property register	Ontario Heritage, 1974	27 (2)
FAILURE TO COMPLETE		
new building, sum added to collector's roll	Planning	37a (7)
FARM LANDS		
assessment, notice of objection, re rate for Federation of Agriculture	Municipal	306 (4)
exemption from taxation, police village	Assessment	30 (2) (3)
notice of exemption from taxation	Assessment	29 (2)
notice of intention to appeal	Assessment	29 (3) (4)
exemption from taxation		
FATHER		
of child, when not husband	Vital Statistics	6
or mother to file statement of particulars within 30 days of birth	Vital Statistics	6 (1)
FEDERATION OF AGRICULTURE		
objection to special rate on farm assessment	Municipal	306 (4)
FEES		
for copies of awards under Drainage Act, 1975	Municipal	273 (3)
for copies of records, books, documents and accounts	Municipal	216 (1)
of clerk, by-law to approve	Drainage, 1975	73
of issuer commuted by council	Marriage	38 (3)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
FENCE-VIEWERS		
certify award of	Line Fences	8
notice of award sent to interested parties	Line Fences	8
receipt of award	Line Fences	8
FILING		
assessment roll	Assessment	49(2)
notice of Protestant separate school support	Education	137(3)
notice of separate school support	Education	119(4)
notice of separate school support, corporation	Education	124(5)
FINAL ADDITION OF VOTES		
appeal of decision, on ballots and statements	Municipal Elections, 1972	85(2)
attendance at	Municipal Elections, 1972	81(3)
certificate	Municipal Elections, 1972	82(1)
certification of result	Municipal Elections, 1972	81(9)
certification of result of appeal of	Municipal Elections, 1972	86(5)
declaration of results	Municipal Elections, 1972	82(2)
notice of time and place	Municipal Elections, 1972	81(2)
sealing of ballots and statements	Municipal Elections, 1972	85(1)
FIRE FIGHTER		
certificate of enrolment, exempt from duty as juryman or constable	Fire Fighters Exemption	1
discharged, request for hearing	Fire Departments	4(1)
FIRE MARSHALL		
report fires to, where no fire department	Fire Marshalls	8(2)
FIRES		
report to fire marshall where no fire department	Fire Marshalls	8(2)
FLANKAGE		
appeal of special local improvement assessment, becomes frontage	Local Improvement	29(3)
FLUORIDATION		
certificate, re sufficiency conclusive	Fluoridation	4(3)
petition for, lodged with clerk	Fluoridation	4(3)
petition for, sufficiency determined	Fluoridation	4(3)
results of vote certified, joint water works system	Fluoridation	5(3)
FORESTRY PURPOSES		
removal of exemption from assessment	Assessment	5
FOUNDLINGS		
duties re	Vital Statistics	11(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
GARBAGE DISPOSAL		
notice of hearing, re acquisition of land for	Municipal	354(1) 77b
GENERAL MEETING		
to be called upon requisition of subscribers	Telephone	76(1)
GRANT		
resource equalization, received, statement to be filed	Ontario Unconditional Grants, 1975	10(3)
HEALTH AUTHORITY, RECOMMENDATION		
notice from Ontario Municipal Board, re petition	Local Improvement	10(2)
HEARING		
appeal of decision to increase taxes	Municipal	636b(7)
appeal of special assessment, notice to appellant	Local Improvement	29(3)
Assessment Review Court, increase of taxes	Municipal	636b(7a)
by Environmental Assessment Board, receipt of notice of	Environmental Assessment, 1975	38(2)
county apportionment by-law, notice of Court of Revision, lands omitted from special assessment	Municipal	567(10)
Environmental Assessment Board, notice re new	Local Improvement	50(1)
increase taxes, notice of	Environmental Assessment, 1975	24(4)
Minister's intent to designate order issued	Municipal	636b(2)
notice, by Assessment Review Court, reduction or refund of taxes	Ontario Heritage, 1974	52(13)
notice, by council, reduction or refund of taxes	Municipal	636a(10)
notice of, application to delete name from preliminary list of electors	Municipal	636a(4)
notice of, Assessment Review Court	Municipal Elections, 1972	26(2) (4)
notice of, before approval, sewage works	Assessment	52(4)
notice of decision, reduction or refund of taxes	Ontario Water Resources	43(1) 44(1)
notice of, establishment of water or sewage service area	Municipal	636a(7) (19)
notice of, Ontario Municipal Board, equalized assessment or equalization factor	Ontario Water Resources	61(4)
Ontario Municipal Board, boundary roads and bridges	Assessment	71(5)
Ontario Municipal Board, re objections to restricted area by-law	Public Transportation and Highway Improvement	58(3)
order, application to quash by-law, bribery or corrupt practices	Planning	35(14)
order issued	Municipal	285(5)
	Ontario Heritage, 1974	55(11)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
HEARING (cont'd)		
petition for local improvement, witnesses	Local Improvement	15 (6)
receipt of notice, re application for waste disposal site	Environmental Protection, 1971	33a (2) 33c (2)
receipt of notice, re application for waste management system	Environmental Protection, 1971	33c (2)
request for, discharged fire fighter	Fire Departments	4 (1)
HIGHWAY		
by-law to be certified	Municipal	443 (9)
by-law to change name, certified	Municipal	354 (1) 97a
certificate, re proposed plan of works	Municipal	339 (5)
established on township boundary road	Municipal	437 (3)
joint jurisdiction, notice of application for arbitration	Municipal	438 (1)
notice of application to provide drainage for	Public Transportation and Highway Improvement	23 (1)
notice of mechanic's lien	Mechanic's Lien	21a (3)
notice re, stop-up, widen, alter, divert, sell, establish	Municipal	446 (2)
HISTORICAL		
importance, Minister's notice of intention to designate	Ontario Heritage, 1974	52 (2)
HOMES FOR THE AGED		
notice, re payment of principle and interest on debentures	Homes For The Aged And Rest Homes	25 (2)
HUNTING LICENCE		
requiring signature to be valid	Game and Fish	39 (3)
HUSBAND		
procedure when not father	Vital Statistics	6
IMPROVEMENT AREA		
petition objecting to designation	Municipal	361 (3)
sufficiency of petition objecting to designation	Municipal	361 (4)
INCAPABILITY		
elector to attend polling place, medical certificate	Municipal Elections, 1972	65 (1) (a)
INDEX BOOK		
notice of Protestant separate school support	Education	137 (5)
record by-laws affecting land	Municipal	216 (2)
record, Protestant separate school supporters	Education	137 (1)
record, separate school supporters	Education	119 (1)
INDIGENT		
patient in private hospital, notice re costs	Private Hospitals	27 (1)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
INFORMATION		
not to be communicated to unauthorized person	Vital Statistics	48
provision to Board of Education, re commercial, farm and residential assessments	Education	214
required, determination of members of Board of Education	Education	57 (17)
INITIATING MUNICIPALITY		
sending rate by-law to residents, re extension of service	Telephone	81 (1)
INSPECTING TRUSTEE		
police village, notice of appointment	Municipal	475 (2)
INSPECTION		
assessment roll	Assessment	49 (2)
certificate filed by inspector	Shoreline Property Assistance, 1973	4
contents of ballot box	Municipal Elections, 1972	88 (1)
of works, certificate to be filed by inspector	Tile Drainage	4
records, books, documents, accounts possessed	Municipal	216 (1)
INSPECTOR		
to file certificate of inspection and completion of works	Tile Drainage, 1971	4
to file inspection and completion certificate	Shoreline Property Assistance, 1973	4
INSTALMENT PAYMENTS		
on apportionment of divisional Board of Education, notice of termination of agreement	Education	208 (4)(b)(6)
INTERPRETER		
use of, application for revision, preliminary list of electors	Municipal Elections, 1972	25 (3)
INTER-URBAN AREA		
Board of Management, election	Municipal	24 (11) (12)
Board of Management, Municipal Elections Act, 1972 applicable	Municipal	24 (12)
certificate of election results sent to candidates, Board of Management	Municipal	24 (20)
election of school board	Municipal	24 (31)
form of ballot, Board of Management	Municipal	24 (19)
notice of apportionment	Municipal	24 (36)
results of vote for Board of Management	Municipal	24 (2)
secretary and returning officer	Municipal	24 (8)
summary of assessment roll sent to secretary-treasurer	Municipal	24 (3)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
INTERRUPTION		
of polling, riot or emergency	Municipal Elections, 1972	67
INVALID ELECTION		
irregularity of clerk	Municipal Elections, 1972	92 (a)
IRREGULARITY		
of clerk, election not invalid	Municipal Elections, 1972	92 (a)
ISSUER OF MARRIAGE LICENCES	Marriage	30 (1)
appointment of township clerk as	Marriage	30 (2)
fees may be commuted by council	Marriage	38 (3)
JOINT MUNICIPAL LOCAL IMPROVEMENT		
copy of by-law sent by initiating municipality	Local Improvement	65 (3)
JOINT WATER WORKS SYSTEM		
results of fluoridation vote certified	Fluoridation	5 (3)
JUDGE		
certificate of result of final addition or recount	Municipal Elections, 1972	81 (9)
decision on appeal, amendment of assessment roll	Assessment	62 (1)
determination of trustees, combined separate school zone	Education	110 (11)
notice from, time and place of recount or final addition of votes	Municipal Elections, 1972	81 (2)
notice to of election result, equality of votes	Municipal Elections, 1972	80 (1)
order, amendment of determination of divisional Board of Education	Education	57 (19)
order, inspection of contents of ballot box	Municipal Elections, 1972	88 (1)
reference to, re determination of members of Board of Education	Education	57 (13)
JUDGEMENT		
for cost of fence removal, added to collector's roll	Snow Road and Fences	11 (1)
JURY DUTY		
certificate of enrolment to exempt fire fighter	Fire Fighters Exemption	1
LAND		
and buildings of Corporation, receipt of valuation from Ministry of Revenue	Power Corporation	47 (14)
annexed, copies of special assessment by-laws	Municipal	23 (3) (4)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
LAND (cont'd)		
assessed in blocks, apportionment of taxes, treasurer notified	Municipal	547(2)
index book, re by-laws affecting	Municipal	216(2)
liable for tax sale, list to Assessment Commissioner, re errors	Municipal	544(1)
list to county clerk, re tax sale	Municipal	555
no longer liable for tax sale, list of	Municipal	543(2)
no longer liable for tax sale, list to Assessment Commissioner	Municipal	544(2)
notice of hearing, acquisition for garbage disposal	Municipal	354(1)77b
notice to owner and occupants, re tax sale	Municipal	544(1)
offence, re performance of duties, tax sale, fraud	Municipal	614,615
omitted, collector's roll, notice from assessor	Assessment	42(1)
report from treasurer, re non-assessment of	Municipal	545
sale for tax arrears, clerical error	Municipal	559
to be sold for tax arrears, list sent to treasurer	Municipal	544(1)
to be sold, re three years tax arrears	Municipal	543(1)544(1)
LAND DIVISION COMMITTEE		
distribution of by-law authorizing granting consents	Planning	30(5)
LEVY		
allocation of revenue, re certain institutions	Municipal	304(12)
county apportionment, certified and distributed	Municipal	508
county purposes, added to collector's roll	Municipal	508
county purposes, adjusted upon receipt of equalized assessment	Municipal	507(3b)
notice of increased assessment, re levy on certain institutions	Municipal	304(11)
statement of amount, police village property	Municipal	482(6)
use of last returned assessment roll	Municipal	303(2a)
LIABILITY		
denial of, re killing of livestock or poultry	Dog Licensing And Livestock And Poultry Protection	14
LICENCES		
provided, re salesmen and auctioneers	Municipal	351(1)2
LIEN		
notice of mechanic's, re streets or highways	Mechanic's Lien	21a(3)

STATUTORY DUTIES OF THE MUNICIPAL CLERK

Subject	Act	Section
LIQUOR		
notice of filing of petition, re sale of	Liquor Licence, 1975	30(2)
receipt of petition, re sale of	Liquor Licence, 1975	30(2)
returning officer for vote on question, re sale of liquor	Liquor Licence, 1975	32(8)
sale of, notice of date of vote on questions	Liquor Licence, 1975	31
LIST OF ELECTORS		
revised, new election, certification of	Municipal Elections, 1972	90(5a)
LIVESTOCK COMMISSIONER		
to receive notice of by-law, re treatment of cattle	Warble Fly Control	2(3)
LIVESTOCK OR POULTRY		
notice of killing, valuation and liability	Dog Licensing And Livestock And Poultry Protection	14
LOAN		
amount added to collector's roll	Planning	38(33)
amount added to collector's roll	Ontario Heritage, 1974	39(2)
amount added to collector's roll, re required improvements	Planning	37(2)
amount, for real property improvement, added to collector's roll	Housing Development	2a(2)
certificate, re amount registered on title	Planning	37(3)
notice of default, amount added to collector's roll	Rural Power District Loans	6(2)
sewer and water connections, register certificate	Municipal	362a(7)
sewer or water connections, collector's roll	Municipal	362a(6)
LOCAL BOARD OF HEALTH		
names of members reported to Ministry	Public Health	17
receipt of notice when land or vacant buildings occupied by	Public Health	54(2)
unpaid expenses added to collector's roll	Public Health	25(1)
LOCAL IMPROVEMENT		
petition for or against, where lodged	Local Improvement	16
special assessment roll, open for inspection	Local Improvement	45
LOCATION		
of polling place, notice to electors	Municipal Elections, 1972	44(7)
LOST BALLOT BOX	Municipal Elections, 1972	79

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
LOT		
conducting of, equality of votes	Municipal Elections, 1972	83
MACHINES		
voting, by-law authorizing	Municipal Elections, 1972	40(2)
MAINTENANCE COSTS		
Ontario Municipal Board hearing, boundary roads and bridges	Public Transportation and Highway Improvement	58(3)
MAP		
separate school zone, boundaries	Education	81(1)(e)(ii)
MARKING BALLOTS		
material for, delivery to d.r.o.	Municipal Elections, 1972	46(1)(e)
MARRIAGE		
certificate not to be issued by Division Registrar	Vital Statistics	42
licences, appointment of deputy issuer	Marriage	31(1)
licences, issued	Marriage	30(1)(2)
licences, issuer's fees commuted by council	Marriage	38(3)
licences, notice of appointment of deputy issuer of	Marriage	31(2)
register application received, register to be issued	Marriage	28(1)(2)
MATERIAL		
for marking ballots, delivery to d.r.o.	Municipal Elections, 1972	46(1)(e)
other prescribed, delivery to d.r.o.	Municipal Elections, 1972	46(1)(f)
MECHANIC'S LIEN		
notice of, re work done on street or highway	Mechanic's Lien	21a(3)
MEDICAL CERTIFICATE		
incapability of elector to attend polling place	Municipal Elections, 1972	65(1)(a)
MEDICAL OFFICER OF HEALTH		
claim, salary unfair	Public Health	57(1)
MEETING		
first, county library board, called by county clerk	Public Libraries	47(6)
landowners with engineer, notice of	Drainage, 1975	3(7)9(1)
MEETING OF COUNCIL, SPECIAL		
petition for, receipt	Municipal	192(2)
to fill vacancy, office of warden	Municipal	41(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
MEMBER		
Board of Education, disqualification election to fill vacancy	Education	193 (3) (b)
filling vacancy	Municipal	45 (1) (2) (3)
local board of health, names reported to Ministry	Municipal	44
receipt of resignation	Public Health	17
resignation of, to be candidate for vacant office	Municipal	38 (d)
vote recorded if required	Municipal Elections, 1972	90 (6)
	Municipal	215 (1) (b)
METHOD OF ELECTION		
notice of change, Board of Education	Education	56 (3)
MINISTER		
copy of plan and notes received from, re application for survey	Surveys	49 (3)
designation revoked by, order issued	Ontario Heritage, 1974	54 (1)
notice of intention to designate	Ontario Heritage, 1974	52 (2)
order for research, studies and monitoring, re environmental assessment of undertaking	Environmental Assessment, 1975	38 (2)
order, re zoning and subdivision control lodged in clerk's office	Planning	32 (5) (a)
order, where no objections to intent to designate	Ontario Heritage, 1974	52 (5)
precepts received from	Ontario Water Resources	56 (3)
receipt of application to revoke designation, order issued	Ontario Heritage, 1974	55 (2)
report, receipt of, re need for waste management system of waste disposal site	Environmental Protection, 1971	33
to receive copy of by-law, subdivision lands deemed not registered	Planning	29 (8)
MINISTRY		
of Revenue, receipt of valuation of land and buildings of Corporation returns to, sent registered mail	Power Corporation	47 (14)
	Municipal	217 (1)
MINUTES OF COUNCIL MEETINGS		
originals retained	Municipal	215 (1) (e)
photo-copies kept where originals held by Archivist of Ontario	Municipal	215 (4)
MONEY BY-LAW		
corporation nominee on polling list	Municipal Elections, 1972	29 (3)
entitlement of tenant to vote, polling list	Municipal Elections, 1972	29 (2)
may be registered	Municipal	300 (1)
passed, police village	Municipal	486 (3)
MORTGAGEE		
notice of application for assistance sent to	Shoreline Property Assistance, 1973	3 (4)
objection to application for assistance	Shoreline Property Assistance, 1973	3 (5)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
MOTHER or father to file statement of particulars within 30 days of birth	Vital Statistics	6(1)
MOTOR VEHICLES by-law to regulate sent to Minister	Highway Traffic	135(1a)
MUNICIPAL CORPORATION clerk officer of court, re execution against	Execution	31(2)
MUNICIPAL WORKS charges added to collector's roll	Public Health	25(3)
NAME OF HIGHWAY by-law to change, certified	Municipal	354(1)97a
NEGLECT to perform duties, offence for	Municipal Elections, 1972	97
NEW ASSESSMENT ROLL apportionment by-law	Assessment	97(5)
NEW ELECTION certification of revised list of electors nomination day	Municipal Elections, 1972 Municipal Elections, 1972	90(5a) 90(1)
NOMINATION DAY new election	Municipal Elections, 1972	90(1)
NOMINATION OF CANDIDATE more than one office, notice of withdrawal notice of rejection notice of withdrawal publication of notice of offices open for publication of notice of period for rejection, unqualified nominators withdrawal of, acclamation	Municipal Elections, 1972 Municipal Elections, 1972 Municipal Elections, 1972 Municipal Elections, 1972 Municipal Elections, 1972 Municipal Elections, 1972 Municipal Elections, 1972	37(2) 35(4) (b) 37(1) 33(3) 33(3) 35(4) (b) 38(2)
NOMINATION PAPERS candidate, certificate of, as evidence candidates for election filed prior to nomination day, examination and certification filing on nomination day time of filing, endorsement on	Municipal Elections, 1972 Municipal Elections, 1972 Municipal Elections, 1972 Municipal Elections, 1972 Municipal Elections, 1972	35(5) 34(6) 35(2) 35(4) (a) 35(11)
NOMINATIONS certified, list of candidates divisional Board of Education	Municipal Elections, 1972 Education	35(6) 57(23) (a) 28(c)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
NOMINATORS		
of candidates, certificate of, as evidence	Municipal Elections, 1972	35 (5)
of candidates, certificate of qualification	Municipal Elections, 1972	35 (4) (b)
unqualified, rejection of nomination of candidate	Municipal Elections, 1972	35 (4) (b)
NOMINEE		
corporation, money by-law, polling list	Municipal Elections, 1972	29 (3)
NON-RESIDENT		
notice of separate school support	Education	116 (4)
separate school supporter, notice of taxes payable	Education	118 (2)
NOTICE		
abandonment of drainage works	Drainage, 1975	84 (1)
acceptance of environmental assessment	Environmental Assessment, 1975	38 (2)
address, re mailing of tax notices affixed to preliminary list of electors	Municipal	525
appeal, Assessment Review Court, increase taxes	Municipal Elections, 1972	23 (3)
appeal, Assessment Review Court, reduction or refund of taxes	Municipal	636b (12)
appeal, copy sent to clerk of court of referee	Municipal	636a (14)
appeal, decision to increase taxes	Drainage, 1975	47 (2)
appeal of assessment for drainage works	Municipal	636b (7)
appeal of county apportionment by-law	Drainage, 1975	52, 54
appeal of local improvement special assessment	Municipal	507 (9)
appeal, Ontario Municipal Board, documents forwarded by registered mail	Local Improvement	51 (2)
appeal, re engineer's report	Planning	44d (5)
appeal to Ontario Drainage Tribunal, re drainage works	Drainage, 1975	47, 50 (1)
application for arbitration, bridge or highway under joint jurisdiction	Drainage, 1975	98
application for assistance, sent to mortgagee	Municipal	438 (1)
application for reduction or refund of taxes	Shoreline Property Assistance, 1973	3 (4)
application to court, re assessment question	Municipal	636a (2)
application to Ontario Municipal Board, council refusal to act	Assessment	66 (2)
application to Ontario Municipal Board, re closing roads, restricting building, land compensation	Planning	35a (6)
application to provide adequate drainage for highways	Ontario Water Resources	43 (5)
application to quash by-law, re drainage works	Public Transportation and Highway Improvement	23 (1)
	Drainage, 1975	58 (1) (2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
NOTICE (cont'd)		
appointment of deputy issuer of marriage licences	Marriage	31(2)
appointment of inspecting trustee of police village	Municipal	475(2)
apportionment, administration and maintenance costs	Conservation Authorities	26(5)
apportionment, inter-urban areas	Municipal	24(36)
approval to proceed with undertaking following environmental assessment	Environmental Assessment, 1975	38(2)
assent of electors, certified copy of 'by-law published	Municipal	262(1)
assessment, annexation	Assessment	48(2)
award of fence-viewers	Line Fences	8
birth, forwarded to Registrar General	Vital Statistics	5(4)
birth, to be received by Division Registrar	Vital Statistics	5(3)
by poundkeeper, re description of impounded animal	Pounds	7
by-law, re treatment of cattle	Warble Fly Control	2(3)
by-law to stop-up, alter, widen, divert, sell, lease, establish, lay out a highway	Municipal	446(2)
certificate, re sending 'prima facie' evidence	Planning	35(27)
change of assessment for drainage works	Drainage, 1975	56
change of method of election or number of members to be elected by public school electors	Education	56(3)
change of school support	Education	35
change of supplementary assessment	Assessment	43
claim or question referred to Official Arbitrator	Municipal Arbitrations	3
collection of dues, amount added to collector's roll, re farm organization	Municipal	376(6)(c)(d)
cost of destroying weeds, added to collector's roll	Weed Control	14
council meeting, re apportionment, division of land	Shoreline Property Assistance, 1973	10(2)
council to instruct engineer to prepare a report	Drainage, 1975	3(12)
date for vote on question, sale of liquor	Liquor Licence, 1975	31
date of posting preliminary list of electors	Municipal Elections, 1972	23(1)(c)
death of candidate	Municipal Elections, 1972	36(b)
decision, hearing, re increase of taxes	Municipal	636b(4)(15)
decision of Assessment Review Court, increase of taxes	Municipal	636b(9)
decision of Environmental Assessment Board	Environmental Assessment, 1975	18(17)
decision of Ontario Municipal Board, re amalgamation or annexation	Municipal	14(19)
decision, re application for reduction or refund of taxes	Municipal	636a(7)(19)
decision to proceed with drainage works	Drainage, 1975	5(1)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
NOTICE (cont'd)		
decision to unite separate school zones	Education	87(1)
default of loan, added to collector's roll	Rural Power District Loans	6(2)
destruction of noxious weeds	Weed Control	15(1)
determination of centre of separate school zone	Education	80(5)
discontinuance, collection of dues for farm organization	Municipal	376(6)(c)(d)
discontinuance of separate school board	Education	89(1)(3)
dispensing with vote of electorate, objection filed with clerk	Ontario Municipal Board	63(3)
distraigned animal	Pounds	10(3)21
election result, equality of votes	Municipal Elections, 1972	80(1)
environmental assessment	Environmental Assessment, 1975	7(1)(b)
exemption from taxation, farm lands	Assessment	29(2)
filing application, revision of preliminary list of electors	Municipal Elections, 1972	23(1)(c)
filing of engineer's report	Drainage, 1975	40
filing of objections, Ontario Municipal Board	Planning	35(13)
filing of petition, re sale of liquor	Liquor Licence, 1975	30(2)
general meeting, where system under control of council	Telephone	75(2)
hearing, Assessment Review Court	Assessment	52(4)
hearing, Assessment Review Court, increase of taxes	Municipal	636b(7a)
hearing, Assessment Review Court, reduction or refund of taxes	Municipal	636a(10)
hearing, before approval, sewage works	Ontario Water Resources	44(1)43(1)
hearing, Council, reduction or refund of taxes	Municipal	636a(4)
hearing, Environmental Assessment Board	Environmental Assessment, 1975	38(2)
hearing, Ontario Municipal Board, boundary roads and bridges	Public Transportation and Highway Improvement	58(3)
hearing, Ontario Municipal Board, equalized assessment or equalization factor	Assessment	71(5)
hearing, re acquisition of land for garbage disposal	Municipal	354(1)77b
hearing, re appeal of assessment, drainage works	Drainage, 1975	53
hearing, re application for waste disposal site, receipt of	Environmental Protection, 1971	33a(2)c(2)
hearing, re application for waste management system	Environmental Assessment, 1975	33c(2)
hearing, re application to delete name from preliminary list of electors	Municipal Elections, 1972	26(2)(4)
hearing, re appointment of surveyor, sideline road	Municipal	448(4)
hearing, re county apportionment by-law	Municipal	507(10)
hearing, re increase of taxes	Municipal	636b(2)
hearing to establish water service area or sewage service area	Ontario Water Resources	61(4)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
NOTICE (cont'd)		
increased assessment, levy against certain institutions	Municipal	304(11)
increased assessment, levy against telephone and telegraph companies	Municipal	304a(10)
injurious effect to property, by drainage works	Drainage, 1975	79(1)
intention to appeal, re farm lands exempt from taxation	Assessment	29(3) (4)
intention to designate, order, where no objections	Ontario Heritage, 1974	52(5)
intention to designate, property of archaeological or historical importance	Ontario Heritage, 1974	52(2)
killing of livestock or poultry, valuation, liability	Dog Licensing and Livestock and Poultry Protection	14
lack of maintenance of drainage works	Drainage, 1975	79(2)
land omitted from collector's roll	Assessment	42(1)
lands liable for tax sale	Municipal	544(1)
location of polling place	Municipal Elections, 1972	44(7)
mechanic's lien, re work done on street or highway	Mechanic's Lien	21a(3)
meeting of council to consider engineer's report	Drainage, 1975	3(10) (11) 10(2)
names of county weed inspectors sent to Chief Weed Inspector	Weed Control	7(1) (2) (3)
names of local weed inspectors sent to Chief Weed Inspector	Weed Control	8(1) (2) (3)
objection, by-law repealing designation of property	Ontario Heritage, 1974	31(5)
objection, local improvement	Local Improvement	6(1) 8(3) (4)
objection, proposal to designate property	Ontario Heritage, 1974	29(5)
objection, rate on farm assessment, Federation of Agriculture	Municipal	306(4)
obligation to pay for care of indigent patient	Private Hospitals	27(1)
offices open for nomination of candidates, publication of	Municipal Elections, 1972	33(3)
Ontario Municipal Board, copy to other municipal officers involved	Ontario Municipal Board	77
ownership change, designated property	Ontario Heritage, 1974	35
period for nomination of candidates, publication of	Municipal Elections, 1972	33(3)
petition, re health authority recommendation	Local Improvement	10(2)
principal and interest payments, homes for the aged or rest homes	Homes For The Aged And Rest Homes	25(2)
proposal to amend environmental assessment, receipt of	Environmental Assessment, 1975	38(2)
Protestant separate school support	Education	135(1)
Protestant separate school support, certificate of receipt	Education	135(3)
Protestant separate school support, index book	Education	137(5)
Protestant separate school support, preserving and filing	Education	137(3)
recommendation to increase taxes, forwarded to Assessment Review Court	Municipal	636b(1b)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
NOTICE (cont'd)		
recommendation to increase taxes, received from treasurer	Municipal	636b(1)
reference to Ontario Drainage Tribunal, re drainage works	Drainage, 1975	98
rejection of nomination of candidate sent three months in advance of	Municipal Elections, 1972	35(4)(b)
disestablishment of welfare unit	Welfare Units	6(1)
separate school support, corporation	Education	123(1)(4)
separate school support, corporation, ensuring conformity	Education	124(6)
separate school support, corporation, filing	Education	124(5)
separate school support, corporation, voiding	Education	124(4)
separate school support, preserving and filing	Education	119(4)
special assessment where lands omitted, court of revision hearing	Local Improvement	50(1)
sufficiently given if filed with clerk	Ontario Municipal Board	76(1)(b)
support, separate school	Education	116(1)
support, separate school, certificate	Education	116(5)
support, separate school, non-resident	Education	116(4)
taxes payable, non-resident separate school supporter	Education	118(2)
termination of agreement, re instalment payments on apportionment of		
divisional Board of Education	Education	208(4)(b)(6)
time and place of recount of votes	Municipal Elections, 1972	81(3)
time and place of recount or final addition of votes	Municipal Elections, 1972	81(2)
time and place of revision of preliminary list of electors, publication of	Municipal Elections, 1972	23(1)(c)
time of application for certificate to vote by proxy	Municipal Elections, 1972	39(2)
time of election poll and advance poll	Municipal Elections, 1972	39(2)
to abutting municipality, restricted area by-law	Planning	35(16)
to highway overseer, re commutation of statute labour	Ontario Labour Act	9(1)(2)
to landowners, re meeting with engineer	Drainage, 1975	3(7)9(1)
to owners, re council meeting to consider apportionment of costs	Tile Drainage, 1971	10(2)
unpaid amount added to collector's roll	Power Corporation	74(1)
vacancy in office of warden, given to council members	Municipal	41(2)
valuation of conservation authority lands	Conservation Authorities	32(3)
variation or new hearing of Environ- mental Assessment Board	Environmental Assessment, 1975	24(4)
withdrawal of approval of traffic by-law	Highway Traffic	135(3)
withdrawal of nomination of candidate	Municipal Elections, 1972	37(1)
withdrawal of nomination of candidate, more than one office	Municipal Elections, 1972	37(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
NOTICE (cont'd)		
withdrawal of Protestant separate school support	Education	136
withdrawal of separate school support	Education	117(1) (a)
NUISANCE		
unpaid costs, re elimination of nuisance, added to collector's roll	Public Health	95(3)
OATH		
administering to election officials	Municipal Elections, 1972	5(2)
constable, filed	Police	64(2)
deputy returning officer, receipt of evidence on, application to vote by proxy	Municipal Elections, 1972	76(3)
person chosen to deliver ballot box	Municipal Elections, 1972	65(6)
person delivering ballot box, receipt of	Municipal Elections, 1972	76(4)
poll clerk, receipt of	Municipal Elections, 1972	76(2)
received and filed	Municipal	76(2)
		235(7)
OBJECTION		
by mortgagee, to application for loan	Shoreline Property Assistance, 1973	3(5)
certificate, re non-receipt of decision, re amalgamation or annexation, to bear certificate	Planning	35(27)
designation of improvement area	Municipal	14(21)
designation of improvement area, sufficiency of petition	Municipal	361(3)
making quieting order	Municipal	361(4)
	Municipal Corporation Quieting Order	4(2)
Minister's intent to designate, hearing, order issued	Ontario Heritage, 1974	52(13)
notice of, re local improvement	Local Improvement	6(1) 8(3) (4)
Ontario Municipal Board hearing re Ontario Municipal Board may require notice re filing of	Planning	35(14)
received, restricted area by-law not effective until approved by Ontario Municipal Board	Planning	35(13)
regulation by Lieutenant Governor, re filing	Planning	35(26)
	Planning	35(24)
OCCUPY LAND OR VACANT BUILDINGS		
receipt of notice, re local board of health	Public Health	54(2)
OFFENCE		
certificate of number of electors	Municipal	34(4)
failure to perform duties, re tax sale or registration, fraud	Municipal	614,615
for neglect or refusal to perform duties	Municipal Elections, 1972	97
neglect to preserve list of lands in arrears of taxes	Municipal	546
return not forwarded to Ministry	Municipal	217(2)
vital statistics	Vital Statistics	50

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
OFFICE		
declaration to be taken	Municipal	235 (2)
disclaimer of right to hold	Municipal Elections, 1972	113,115 (1)
oaths and declaration received and filed	Municipal	235 (7)
open for nomination of candidates, publication of notice of	Municipal Elections, 1972	33 (3)
vacant, resignation of member to be candidate for	Municipal Elections, 1972	90 (6)
OFFICER OF THE COURT		
clerk deemed, execution against municipality	Execution	31 (2)
OFFICERS OF MUNICIPALITY		
to receive copy of Ontario Municipal Board notices	Ontario Municipal Board	77
OFFICIAL ARBITRATOR		
notice of referral of claim of question	Municipal Arbitrations	3
OFFICIAL PLAN		
circulation of	Planning	16 (1)
OFFICIALS		
election, administering oaths to	Municipal Elections, 1972	5 (2)
OMISSION		
land from collector's roll, notice from assessor	Assessment	42 (1)
land from special assessment, Court of Revision hearing	Local Improvement	50 (1)
ONTARIO DRAINAGE TRIBUNAL		
clerk to be clerk of	Drainage, 1975	97 (6)
notice of application, appeal, reference	Drainage, 1975	98
ONTARIO MUNICIPAL BOARD		
appeal from decision under Minister's delegated authority	Planning	44d (3)
appeal to, where council refuses to act	Planning	37a (12)
appeal to, where no action taken by council	Planning	35 (22)
application to, re demolition permit	Planning	37a (4)
decision, amendment of assessment roll	Assessment	63 (10)
decision, re appeal, Committee of Adjustment decision	Planning	42 (19)
decisions, re farm lands exempt from taxation, police village	Assessment	30 (3)
hearing of objections, restricted area by-law	Planning	35 (14)
may require notice, re filing of objections, restricted area by-law	Planning	35 (13)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
ONTARIO MUNICIPAL BOARD (cont'd)		
notice of appeal, documents forwarded by registered mail	Planning	44d(5)
notice of application by Director	Ontario Water Resources	43(5)
notice of application where council does not act	Planning	35a(6)
notice of decision, re amalgamation or annexation	Municipal	14(19)
notice of hearing, equalized assessment or equalization factor	Assessment	71(5)
notice of hearing, re maintenance costs of boundary roads and bridges	Public Transportation and Highway Improvement	58(3)
notice of petition, re recommendation of health authority	Local Improvement	10(2)
notices given to officers of municipality	Ontario Municipal Board	77
restricted area by-law not effective until approved, where objection received	Planning	35(26)
OPENING OF BALLOT BOX		
deputy returning officer's statement of ballots counted	Municipal Elections, 1972	78(2) (3)
ORDER		
court, to produce election documents issued after hearing of objections to Minister's intent to designate	Municipal Elections, 1972	89
issued after hearing of Review Board	Ontario Heritage, 1974	52(13)
issued after Minister receives application to revoke designation	Ontario Heritage, 1974	55(11)
issued where Minister revokes designation	Ontario Heritage, 1974	54(4)
issued where no objection to intent to designate	Ontario Heritage, 1974	54(1)
judge's, inspection of contents of ballot box	Ontario Heritage, 1974	52(5)
Minister's, re zoning and subdivision control, lodged in clerk's office	Municipal Elections, 1972	88(1)
to establish water service area or sewage service area	Planning	32(5) (a)
	Ontario Water Resources	61(7)
ORIGINALS		
by-laws and minutes held by Ontario Archivist, photo-copies retained	Municipal	215(4)
by-laws and minutes of council meetings retained	Municipal	215(1) (e)
OVERSEER OF HIGHWAYS		
notice, re commutation of statute labour	Statute Labour	9(1) (2)
OWNER OF LANDS AFFECTED		
to receive copy of by-law	Planning	29(11)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
OWNERSHIP OF LAND		
petition for local improvement	Local Improvement	15 (4)
petition to be checked	Drainage, 1975	4 (4)
PAPER		
nomination, candidates for election	Municipal Elections, 1972	34 (6)
nomination filed prior to nomination		
day, examination and certification	Municipal Elections, 1972	35 (2)
nomination, filing on nomination day	Municipal Elections, 1972	35 (4) (a)
nomination, time of filing, endorsement		
on	Municipal Elections, 1972	35 (1)
PARKING LOT		
consent of owner, re racing and		
speeding by-law	Municipal	354 (1) 108a
PEACE AND ORDER		
swearing in of constables	Municipal Elections, 1972	66
PERFORMANCE OF DUTIES		
offence for refusal or neglect	Municipal Elections, 1972	97
PERIOD		
for nomination of candidates,		
publication of notice	Municipal Elections, 1972	33 (3)
PETITION		
delay certifying where complaint lodged	Local Improvement	15 (8)
division or redivision of municipality		
into wards	Municipal	13 (3)
drainage works, notice re	Drainage, 1975	3 (12) 9 (5)
drainage works, receipt of	Drainage, 1975	4 (1)
drainage works, withdrawal of signature		
receipt of	Drainage, 1975	10 (3) 42
fluoridation, certificate of		
sufficiency conclusive	Fluoridation	4 (3)
fluoridation, presented to clerk	Fluoridation	4 (3)
fluoridation, sufficiency determined	Fluoridation	4 (3)
for local improvement, ownership of		
land	Local Improvement	15 (4)
for local improvement, procedure upon		
receipt of complaint	Local Improvement	15 (8)
for local improvement, value of lot		
determined	Local Improvement	15 (3)
for local improvement, witnesses for		
hearing	Local Improvement	15 (6)
for or against local improvement,		
where lodged	Local Improvement	16
for or against work, sufficiency		
determined	Local Improvement	15 (1)
for special meeting of council,		
received by clerk	Municipal	192 (2)
names not to be added or withdrawn		
after sufficiency certified	Local Improvement	17

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
PETITION (cont'd)		
notice of, from Ontario Municipal Board	Local Improvement	10(2)
objecting to designation of improvement area	Municipal Drainage, 1975	361(3) 4(4)
ownership of land to be checked to establish seed potatoe restricted area	Seed Potatoes	2(1)
sale of liquor	Liquor Licence, 1975	30(2)
sufficiency of, complaint, judge's findings	Local Improvement	15(8)
sufficiency, re objection to improvement area designation	Municipal	361(4)
PETITIONER		
liability for costs of report	Drainage, 1975	10(4)
PLAN		
and notes, re application for survey received from Minister	Surveys	49(3)
PLAN OF SUBDIVISION		
receipt of duplicate	Land Titles	161(5)
POLICE VILLAGE		
certified copy of by-law to be received	Municipal	488(2) 499(2)
certified copy of money by-law	Municipal	486(3)
election of trustees, duties of returning officer	Municipal Elections, 1972	3(2)
farm lands exempt from taxation	Assessment	30(2)(3)
notice of appointment of inspecting trustee	Municipal	475(2)
statement of property levy	Municipal	482(6)
POLL		
advance, electors who vote at, amendment to polling list	Municipal Elections, 1972	64(6)(a)
advance, electors who vote, certificate	Municipal Elections, 1972	64(6)(b)
advance, electors who vote, provision of list to candidate	Municipal Elections, 1972	64(5)
advance, holding of	Municipal Elections, 1972	64(1)
advance, list of electors who vote at	Municipal Elections, 1972	64(5)
advance, notice of time of	Municipal Elections, 1972	39(2)
advance, polling place	Municipal Elections, 1972	64(3)
clerk to hold	Municipal Elections, 1972	39(1)
election, notice of time of	Municipal Elections, 1972	39(2)
POLL BOOK		
delivery to d.r.o.	Municipal Elections, 1972	46(1)(d)
POLL CLERK		
appointment	Municipal Elections, 1972	4(1)
appointment of replacement	Municipal Elections, 1972	4(2)(3)
certificate to vote where stationed	Municipal Elections, 1972	48(1)(2)(3)(5)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
POLL CLERK (cont'd)		
oath, receipt of	Municipal Elections, 1972	76 (2)
POLLING		
interruption and resumption of, riot and emergency	Municipal Elections, 1972	67
POLLING LIST		
addition of name, certificate of authorization	Municipal Elections, 1972	31 (1) (4)
amendment, electors who vote at advance poll	Municipal Elections, 1972	64 (6) (a)
certificate authorizing addition of name to, new citizen	Municipal Elections, 1972	31 (2) (4)
corporation nominee for money by-law	Municipal Elections, 1972	29 (3)
delivery to d.r.o.	Municipal Elections, 1972	46 (1) (d)
preparation of	Municipal Elections, 1972	29 (1)
tenants entitled to vote on money by-law	Municipal Elections, 1972	29 (2)
POLLING PLACE		
additional, in polling subdivision	Municipal Elections, 1972	44 (5)
advance poll	Municipal Elections, 1972	64 (3)
elector incapable to attend, medical certificate	Municipal Elections, 1972	65 (1) (a)
for united polling subdivisions	Municipal Elections, 1972	44 (4)
notice of location, to electors	Municipal Elections, 1972	44 (7)
provision of, for polling subdivision	Municipal Elections, 1972	44 (1)
returning officer in	Municipal Elections, 1972	63
voting compartments in	Municipal Elections, 1972	44 (3)
POLLING SUBDIVISION		
additional polling place	Municipal Elections, 1972	44 (5)
boundaries	Municipal Elections, 1972	17 (1)
division of municipality into	Municipal Elections, 1972	17 (1)
provision of polling place	Municipal Elections, 1972	44 (1)
united, polling place for	Municipal Elections, 1972	44 (4)
POSTING		
election results, statement of votes cast	Municipal Elections, 1972	77 (2)
name, address and occupation of candidate	Municipal Elections, 1972	35 (3) (4) (a)
notice of death of candidate	Municipal Elections, 1972	36 (b)
preliminary list of electors	Municipal Elections, 1972	23 (1) (b)
statement, election result, equality of votes	Municipal Elections, 1972	80 (1)
POSTPONEMENT		
tabulation of votes, delay	Municipal Elections, 1972	77 (3)
POTATOE GROWERS		
petition to establish seed potatoe restricted area	Seed Potatoe	2 (1)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
POUNDKEEPER		
notice, re description of impounded animal	Pounds	7
notice, re distrained animal	Pounds	21
POWER		
signing of contracts, re supply of	Power Corporation	84(4)
POWERS		
same as under Local Improvement Act	Municipal	260(2)
PRECEPTS		
received from Minister	Ontario Water Resources	56(3)
PRELIMINARY LIST OF ELECTORS		
application for revision	Municipal Elections, 1972	24(2)
application for revision, completion of form	Municipal Elections, 1972	25(2)
application for revision, use of interpreter	Municipal Elections, 1972	25(3)
application to delete name	Municipal Elections, 1972	26(1)
certificate of decision to amend	Municipal Elections, 1972	25(4)
correction	Municipal Elections, 1972	21a
decision to revise	Municipal Elections, 1972	27
deletion of name	Municipal Elections, 1972	26(5) (6)
delivery of copies	Municipal Elections, 1972	23(4)
determination of time and place of revision	Municipal Elections, 1972	23(1) (a)
notice of hearing, re application to delete name from	Municipal Elections, 1972	26(2) (4)
notice to be affixed to	Municipal Elections, 1972	23(3)
posting	Municipal Elections, 1972	23(1) (b)
printing	Municipal Elections, 1972	22
publication of notice of time and place of revision	Municipal Elections, 1972	23(1) (c)
publication of notice, re filing application for revision of	Municipal Elections, 1972	23(1) (c)
publishing notice of date of posting	Municipal Elections, 1972	23(1) (c)
refusal of revision	Municipal Elections, 1972	25(5)
revision of, attendance at	Municipal Elections, 1972	24(1)
statement of revisions to	Municipal Elections, 1972	28
PREPARATION		
of ballots	Municipal Elections, 1972	41(1)
of polling list	Municipal Elections, 1972	29(1)
PRESERVING		
and filing, notice of separate school support	Municipal Elections, 1972	119(4)
and filing, notices of Protestant separate school support	Education	137(3)
PRINTING		
of ballots	Municipal Elections, 1972	41(1)
preliminary list of electors	Municipal Elections, 1972	22

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
PROCEDURE		
complaint, re petition for local improvement	Local Improvement	15(8)
PROCEEDINGS OF COUNCIL		
to be recorded	Municipal	215(1) (a)
PROPERTY		
designated, notice of new ownership	Ontario Heritage, 1974	35
Minister's notice of intention to designate	Ontario Heritage, 1974	52(2)
objection to proposal to designate	Ontario Heritage, 1974	29(5)
Provincial, notice of valuation	Municipal Tax Assistance	3(4)
register to be kept of all designated	Ontario Heritage, 1974	27(1)
repeal of designation, names removed from register	Ontario Heritage, 1974	31(7)
PROPERTY STANDARDS COMMITTEE		
appeal from decision of	Planning	36(19)
PROTECTION		
judge to hear clerk, re child in need of	Child Welfare	25(3)
PROTESTANT SEPARATE SCHOOL BOARD		
trustee or collector, copy of assessment roll	Education	139(2)
PROTESTANT SEPARATE SCHOOL SUPPORT		
index book, record	Education	137(1)
notice of	Education	135(1)
notice of, certificate of receipt	Education	135(3)
notice of, index book	Education	137(5)
notice of, withdrawal	Education	136
notices of, filing and preserving	Education	137(3)
PROVINCIAL PROPERTY		
notice of valuation	Municipal Tax Assistance	3(4)
PROVINCIAL WORKS		
charges for, added to collector's roll	Public Health	34(3)
PROXY		
application for certificate to vote by	Municipal Elections, 1972	65(5)
application to vote by, evidence on oath	Municipal Elections, 1972	65(6)
issuance of certificate to vote by	Municipal Elections, 1972	65(6)
receipt of appointments and certificate	Municipal Elections, 1972	65(9)
vote by, notice of time for application for certificate	Municipal Elections, 1972	39(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
PUBLIC SCHOOL ELECTORS		
determination of representation on Board of Education	Education	57(9)(b) (c)
notice of change of number of members, Board of Education	Education	56(3)
PUBLIC SCHOOL RATE		
distinguished from separate school rate, collector's roll	Education	121(1)
PUBLIC UTILITIES		
unpaid amount added to collector's roll	Public Utilities	30(2)
PUBLICATION		
certified copy of by-law, re assent of electors	Municipal	262(1)
notice of date of posting preliminary list of electors	Municipal Elections, 1972	23(1) (c)
notice of filing application for revision to preliminary list of electors	Municipal Elections, 1972	23(1) (c)
notice of offices open for nomination of candidates	Municipal Elections, 1972	33(3)
notice of period for nomination of candidates	Municipal Elections, 1972	33(3)
notice of time and place of revision of preliminary list of electors	Municipal Elections, 1972	23(1) (c)
QUALIFICATION		
candidates, for election as trustees of combined separate school zone	Education	110(21) (a)
candidates, for election to divisional Board of Education	Education	57(23) (a)
candidates, for election to divisional Board of Education by separate school electors	Education	57(28) (c)
certificate of, nominators of candidate	Municipal Elections, 1972	35(4) (b)
QUESTION		
assessment, notice of application to Court	Assessment	66(2)
declaration of result of votes on posting of statement of election	Municipal Elections, 1972	77(2)
results showing votes for and against	Municipal Elections, 1972	77(2)
QUIETING ORDER		
receipt of objections	Municipal Corporations Quieting Orders	4(2)
RATES		
by-law sent to residents, re extension of service	Telephone	81(1)
unpaid, land assessed as separate school support	Education	125(2) (3)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
RECEIPT		
assessment roll, from assessment commissioner	Assessment	49 (2)
decision of Assessment Review Court	Assessment	52 (13)
payment of taxes, certified, re correctness	Municipal	551
RECEIPTS		
statement of, telephone and telegraph	Municipal	304a (1) (3a)
RECORD		
every disclosure of interest	Municipal Conflict of Interest, 1972	2 (5)
index book, Protestant separate school supporters	Education	137 (1)
index book, separate school supporters	Education	119 (1)
name and vote of council member if required	Municipal	215 (1) (b)
of council, retained	Municipal	215 (1) (c)
open to inspection	Municipal	216 (1)
resolutions, decisions, proceedings of council	Municipal	215 (1) (a)
vote of each member of council	Municipal	197 (1)
RECORDERS		
vote, by-law authorizing	Municipal Elections, 1972	40 (2)
RECOUNT		
appeal of decision on, ballots and statements	Municipal Elections, 1972	85 (2)
attendance at	Municipal Elections, 1972	81 (3) (4)
certificate	Municipal Elections, 1972	82 (1)
certification of result	Municipal Elections, 1972	81 (9)
certification of result of appeal of	Municipal Elections, 1972	86 (5)
declaration of results	Municipal Elections, 1972	82 (2)
notice of time and place	Municipal Elections, 1972	81 (2) (3)
sealing of ballots and statements	Municipal Elections, 1972	85 (1)
REDISTRIBUTION		
of trustees of combined separate school zone	Education	110 (9)
REFUSAL		
application for revision, preliminary list of electors	Municipal Elections, 1972	25 (3) (5)
by council to act, appeal to Ontario Municipal Board	Planning	35a (6), 37a (12)
to perform duties, offence for	Municipal Elections, 1972	97
REGISTER		
by-law providing for borrowing for cost of works	Tile Drainage, 1971	2 (2)
certificates, re loan for sewer or water connections	Municipal	362a (7)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
REGISTER (cont'd)		
designated properties, extracts money by-law	Ontario Heritage, 1974 Municipal	27(2) 300(1)
to be kept of all property designated	Ontario Heritage, 1974	27(1)
REGISTRAR GENERAL		
to receive notice of birth from Division Registrar	Vital Statistics	5(4)
REGISTRATION		
by-law, re borrowing money for improvement to shoreline	Shoreline Property Assistance, 1973	2(1)
deaths, duties re	Vital Statistics	18(2) (3)
still births, duties re	Vital Statistics	14(3) (4) (5) (6)
REGISTRY OFFICE		
copy of by-law lodged	Planning	29(10)
duplicate original of official plan lodged	Planning	16(2)
traffic, by-law sent to Minister	Highway Traffic	135(1a)
REGULATIONS		
by Lieutenant Governor, re filing objections	Planning	35(24)
operation of motor vehicle, by-law sent to Minister	Highway Traffic	135(1a)
REJECTION		
nomination of candidate, unqualified nominators	Municipal Elections, 1972	35(4) (b)
notice of, nomination of candidate	Municipal Elections, 1972	34(4) (b)
REMUNERATION		
Division Registrar for duties under Drainage Act, 1975	Vital Statistics Municipal	36(1) (2) (3) 237(2)
REPAIR AND IMPROVE REAL PROPERTY		
loan, added to collector's roll	Housing Development	2a(2)
REPEAL OF DESIGNATION		
objection to proposed by-law property, names removed from register	Ontario Heritage, 1974 Ontario Heritage, 1974	31(5) 31(7)
REPLACEMENT		
appointment of, deputy returning officer or poll clerk	Municipal Elections, 1972	4(2) (3)
REPORT		
fires, where no fire department vote, divisional Board of Education	Fire Marshalls Education	8(2) 57(23) (b)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
REPRESENTATION		
by trustee of combined separate school zone, determination of	Education	110(8)
on Board of Education, public school electors, determination of	Education	57(9)(b) (c)
REQUIREMENT		
satisfied, maintenance and occupancy, certificate registered on title	Planning	36(10)
to complete building, cannot comply, application to council	Planning	37a(10)
REQUISITION		
of subscribers, meeting to be called	Telephone	76(1)
RESEALING BALLOT BOX		
after opening for deputy returning officer's statement of ballots counted	Municipal Elections, 1972	78(2)
RESIGNATION		
member of council, received	Municipal	38(d)
member, to be candidate for vacant office	Municipal Elections, 1972	90(6)
warden, received by county clerk	Municipal	41(1)
RESOLUTIONS		
of council, recorded	Municipal	215(1) (a)
RESOURCE EQUALIZATION GRANT		
statement filed if received in previous year	Ontario Unconditional Grants, 1975	10(3)
REST HOMES		
notice, re payment of principal and interest on debentures	Homes for the Aged and Rest Homes	25(2)
RESTRICTED AREA BY-LAW		
notice to abutting municipalities	Planning	35
	Planning	35(16)
RESTRICTING BUILDING		
notice of application to Ontario Municipal Board, from Ontario	Ontario Water Resources	43(5)
RESULTS		
appeal, recount or final addition, certification of	Municipal Elections, 1972	86(5)
declaration, equality of votes	Municipal Elections, 1972	80(1)
declaration of, recount or final addition of votes	Municipal Elections, 1972	82(2)
election and vote on by-law or question, declaration of	Municipal Elections, 1972	77(2)
election, postponement of tabulation of votes, due to delay	Municipal Elections, 1972	77(3)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
RESULTS (cont'd)		
election, posting of statement of votes cast	Municipal Elections, 1972	77(2)
of vote, assent of electors to be certified	Municipal	264(1)
of vote, re fluoridation or joint water works system	Fluoridation	5(3)
recount or final addition, certification	Municipal Elections, 1972	81(9)
tabulation of ballots	Municipal Elections, 1972	77(1)
vote, by separate school electors, for divisional Board of Education	Education	57(28) (d)
RESUMPTION		
of polling, following interruption by riot or emergency	Municipal Elections, 1972	67
RETENTION		
ballots	Municipal Elections, 1972	87(1)
election documents	Municipal Elections, 1972	87(2)
RETURN		
assessment roll, extension of time for	Assessment	46(2)
RETURNING OFFICER		
assistant, appointment	Municipal Elections, 1972	4(5)
duties of, election of school board	Municipal Elections, 1972	3(3)
duties of, election of trustees of police village	Municipal Elections, 1972	3(2)
election, combined separate school board	Education	110(21) (b)
election, divisional Board of Education	Education	57(23) (b)
election of divisional Board of Education	Education	57(23) (a)
election of divisional Board of Education by separate school electors	Education	57(28) (c) (d)
in polling place and during counting of ballots	Municipal Elections, 1972	63
municipal clerk	Municipal Elections, 1972	3(1)
secretary, inter-urban area	Municipal	24(8)
vote on question, re sale of liquor	Liquor Licence, 1975	32(8)
RETURNS		
to Ministry by registered mail	Municipal	217(1)
REVENUE RECEIVED		
allocation, re levy on certain institutions	Municipal	304(12)
REVISED LIST OF ELECTORS		
certification of, new election	Municipal Elections, 1972	90(5a)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
REVISING OFFICER		
assistant, appointment	Municipal Elections, 1972	4(5)
municipality	Municipal Elections, 1972	3(1)
REVISION		
application for, preliminary list of electors	Municipal Elections, 1972	24(2)
application for, preliminary list of electors, refusal or use of interpreter	Municipal Elections, 1972	25(3)
preliminary list of electors, attendance at	Municipal Elections, 1972	24(1)
preliminary list of electors, certificate of decision	Municipal Elections, 1972	25(4)
preliminary list of electors, completion of application for	Municipal Elections, 1972	25(2)
preliminary list of electors, decision	Municipal Elections, 1972	27
preliminary list of electors, determination of time and place for	Municipal Elections, 1972	23(1)(a)
preliminary list of electors, publication of notice of time and place of	Municipal Elections, 1972	23(1)(c)
preliminary list of electors, publication of notice, re filing application for	Municipal Elections, 1972	23(1)(c)
preliminary list of electors, refusal	Municipal Elections, 1972	25(5)
preliminary list of electors, statement of	Municipal Elections, 1972	28
REVOKE		
designation by Minister, order issued	Ontario Heritage, 1974	54(1)
RIGHT TO HOLD OFFICE		
disclaimer of	Municipal Elections, 1972	113,115(1)
RIOT		
interruption and resumption of polling	Municipal Elections, 1972	67
ROAD		
sideline, notice of hearing, appointment of surveyor	Municipal	448(4)
SAFEKEEPING		
of ballot box	Municipal Elections, 1972	78(1)
SALARY		
claimed unfair by Medical Officer of Health	Public Health	57(1)
paid for duties as assistant to Fire Marshall	Fire Marshalls	8(3)
SALE OF LIQUOR		
petition received	Liquor Licence, 1975	30(2)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
SALESMEN		
provision of licences	Municipal	381(1)2
SCHOOL BOARD		
election of, duties of returning officer	Municipal Elections, 1972	3(3)
election of, inter-urban area	Municipal	24(31)
SCHOOL PURPOSES		
assessments, preparation of particulars	Education	216
SCHOOL SUPPORT		
applicant to understand effect of in application	Municipal	516(2d)
application for change by agent	Municipal	516(2d)
application to enter name on or correct list of	Municipal	516(2c)
certification of change	Municipal	516(2f)
certification of revised list	Municipal	516(2k)
interpreter may be sworn	Municipal	516(2e)
list of electors to be changed	Municipal	516(2i)
list used in preparation of collector's roll	Municipal	516(2a)
notice of change	Education	35
procedure, re changes, notices, lists	Municipal	516(2a)-(2m)
Protestant, notice of	Education	135(1)
Protestant separate, notice of, certificate of receipt	Education	135(3)
refusal of change, reasons given for	Municipal	516(2g)
refusal to change where interpreter cannot be secured	Municipal	516(2e)
regulations, re forms and procedures for revision and certification	Municipal	516(2b)
statement of changes sent to assessment commissioner and secretary of school board	Municipal	516(2j)
to be satisfied applicant is entitled to change	Municipal	516(2d)
voters list changes to be reflected	Municipal	516(2i)
SEALING		
ballot box	Municipal Elections, 1972	78(1)
ballots and statements, following recount or final addition	Municipal Elections, 1972	85(1)
SECRECY		
of information, not to communicate to unauthorized person	Vital Statistics	48
SECRETARY		
returning officer, inter-urban area	Municipal	24(8)

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
SEPARATE SCHOOL		
electors, candidates qualifed for election to divisional Board of Education	Education	57(28) (c)
electors, election of divisional Board of Education, returning officer for	Education	57(28)(c) (d)
electors, number of members of Board of Education, determination of	Education	55(4)
electors, result of vote for divisional Board of Education	Education	57(28) (d)
notice of support	Education	116(1)
notice of support, certificate	Education	116(5)
notice of support, non-resident	Education	116(4)
rate distinguished from public school rate, collector's roll	Education	121(1)
support, notice of, corporation	Education	123(1) (4)
support, notice of, corporation, ensuring conformity	Education	124(6)
support, notice of, corporation, filing	Education	124(5)
support, notice of, corporation, voiding	Education	124(4)
support, notice of, filing and preserving	Education	119(4)
support, notice of withdrawal	Education	117(1) (a)
support, unpaid rates on land assessed as	Education	125(2) (3)
supporter, corporation as, on collector's roll	Education	123(2)
supporter, non-resident, notice of taxes payable	Education	118(2)
supporter, record, index book	Education	119(1)
SEPARATE SCHOOL BOARD		
collector, copy of assessment roll	Education	128
combined, election returning officer	Education	110(21) (b)
combined, vote recorded for candidates	Education	110(21) (b)
notice of discontinuance	Education	89(1) (3)
statement of supporters and assessments	Education	129

STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
SEPARATE SCHOOL ZONE		
boundaries, map of	Education	81(1) (e) (i)
combined, candidates qualified for election as trustees	Education	110(21) (a)
combined, decision of judge on appeal of determination of trustees	Education	110(17)
combined, determination of number of trustees	Education	110(5)
combined, determination of representation by trustee	Education	110(8)
combined, determination of trustees	Education	110(12) (15) (16)
combined, determination of trustees by judge	Education	110(11)
combined, election of trustees to board	Education	110(7)
combined, redistribution of trustees	Education	110(9)
determination of centre, notice establishment of, election of trustees	Education	80(5)
notice of decision to unite	Education	83(2) (e) (3)
	Education	87(1)
SEPARATED LOCAL BOARD OF HEALTH		
receipt of by-law passed by	Public Health	37(7)
SEWAGE SERVICE AREA		
notice of hearing, re establishment order to establish	Ontario Water Resources	61(4)
	Ontario Water Resources	61(7)
SEWER		
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STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
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STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
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STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
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STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
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at advance poll, list of electors,		
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Education inter-urban area	Municipal	24 (20)
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STATUTORY DUTIES OF THE MUNICIPAL CLERK



Subject	Act	Section
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	Municipal Elections, 1972	48 (1) (2)
		(3) (5)
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STATUTORY DUTIES OF THE MUNICIPAL CLERK



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STATUTORY DUTIES OF THE MUNICIPAL CLERK



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